Creating a Posting

Staff FTE

The following user types can create a posting:

- Initiator
- Department HR Contact
- College Division HR Contact

1) Make sure you are in the Applicant Tracking Module and log in as the appropriate user type to create the posting. Select the Postings drop-down menu and select Staff.

![Applicant Tracking System](image)

2) Click the Create New Posting button found in the upper righthand corner of the screen.

![Staff Postings](image)

3) Select the option you would like to create the posting from.
4) Locate the position description you would like to advertise for by entering the title or position number in the Keyword search area, or scroll down the page to locate the position.

5) Hover over the action button to the right side of the position chosen and select Create From.

6) The system will generate a posting settings page for New Posting. It should populate with the position title information and your organizational information. The organizational information can be edited if needed.
7) The following section will list various job alert categories. Click in the box to the left of the category to select it.  
**Note:** You can select as many categories as applicable for the posting.

<table>
<thead>
<tr>
<th>Job Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Alert Categories</td>
</tr>
<tr>
<td>☐ Academic Administration</td>
</tr>
<tr>
<td>☐ Accounting</td>
</tr>
<tr>
<td>☐ Administrative</td>
</tr>
<tr>
<td>☐ Admissions</td>
</tr>
<tr>
<td>☐ Alumni Management</td>
</tr>
<tr>
<td>☐ Animal Care</td>
</tr>
<tr>
<td>☐ Arts &amp; Humanities</td>
</tr>
<tr>
<td>☐ Athletics Administration</td>
</tr>
</tbody>
</table>

8) The Applicant Workflow section will have a singular field with a drop-down menu. This selection allows you to select what status is placed on an application when it is submitted. The only available option is Under Review by Department/Committee.

**Applicant Workflow**

<table>
<thead>
<tr>
<th>Workflow State</th>
<th>Under Review by Department/Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>User: When an application is submitted for this job, it should move to which state in the Candidate Process workflow?</td>
<td></td>
</tr>
</tbody>
</table>

**Optional: References Section**

9) In the References section, you have the option to initiate an automated reference collection process through PeopleAdmin when creating a posting. This process will allow reference letter providers to submit confidential letters of recommendation directly to the PeopleAdmin system via email. Review the [Automated Reference Letter Collection Process](#) job aid for additional information.

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Notification</td>
</tr>
<tr>
<td>Recommendation Workflow</td>
</tr>
<tr>
<td>Recommendation Document Type</td>
</tr>
</tbody>
</table>
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10) The final fields on this page include the ability to accept online applications, supporting documents, and USC market title documents. The online applications section will already be selected and has a space for you to type in any special instructions for applicants. The supporting documents box is not already selected for you like online applications. Always make sure to select this by clicking the box to the left of the text.

![Online Applications](image1)

![Supporting Documents](image2)

![USC Market Title Documents](image3)

11) Once the information is completed on the posting settings page, select Create New Posting to move forward.

![Create New Posting](image4)

12) **Posting Details:** Select an appropriate logo for the posting. Select the appropriate logo by copying the URL next to the image and pasting it in the red box at the top of the page. **You must copy/paste the entire link including the < and > at the start and end in order for the logo to appear.**
13) Complete the general posting required fields. Like the previous page, all fields marked with an asterisk are required.

**Note:** The Advertised Salary Range field will accept alpha and numeric characters. If a numeric character is entered, a dollar sign will need to be added.
14) Enter more specifics for the posting under the Posting Detail Information Section. In the Applicant Reviewer field, the person who will be moving the applicants through the dispositions or applicant statuses must be added. More than one applicant reviewer can be added. Enter the requested job open and close dates, all postings must be live for a minimum of 5 business days. Staff positions cannot be marked as ‘open until filled’. If you plan to advertise externally, you must indicate the sources. Once complete, click Save & Continue.

15) Funding Information: This pulls from the position description and is not editable. You can make changes as applicable to funding distribution on the hiring proposal.
16) **Supplemental Questions:** The system will allow you to add qualifying questions for applicants to complete. Refer to the [Quick Reference Guide Adding Supplemental Questions](#).

17) **Applicant Documents:** You can select document types that you would like applicants to upload in addition to their application. (i.e. cover letter, resume, curriculum vitae, etc.)
18) **Guest Users:** Can be added to the system to review applications. This functionality is for individuals outside of the university serving on interview panels. This includes Affiliates and student employees as they do not have access in PeopleAdmin.

19) **Internal Posting Documents:** If you are creating a FTE staff position and posting externally, you are required to upload the external advertisement for review and approval prior to posting externally.
20) **Search Committee:** You can identify and invite members of your search committee to review and evaluate applicants through the system. Click on Add Existing User, this will bring you to a screen where you can select an existing user. You can search by name or department. Locate the member you want to add and click on Add Member. Refer to the [Quick Guide for Adding Search Committee Members and Establishing Evaluative Criteria](#).

21) **Evaluative Criteria:** You can add criteria that you would like your search committee members to use to assess each candidate. This works similar to supplemental questions. Click on Add a Criterion - Select Category – select the questions you want the committee to assess the applicant on and click Submit. Refer to the [Quick Guide for Adding Search Committee Members and Establishing Evaluative Criteria](#).
Optional:

22) **Reference Letter**: You can enter the minimum number of reference letter requests you would like to receive electronically and or the maximum number of reference letter requests you would like to receive. A recommendation deadline can also be created as well as any special instructions or messages you would like to send to the reference letter providers. **It is highly recommended that a deadline is not included. This may eliminate providers from uploading letters.** (Example: If a posting is open until filled, having a deadline for the recommendation letters, may cause applicants that apply after the deadline date and until the position is closed, to run into an issue with getting their letters uploaded or applicants.)

23) Review all of your information. When you reach the Summary Tab, any tab that has an orange exclamation point next to it indicates required information is missing and must be completed before moving forward.

24) Hover over the Take Action on Posting tab and select the appropriate next workflow state depending upon your departmental approval structure. **If multiple vacancies, you must route to HR Service Team before submission to HR Recruitment.**
   - Initiator and Department route to College/Division HR.
   - College/Division HR can route internally to Dean or Academic Budget Analyst if internal workflow deems appropriate.
   - College/Division HR can route to HR Recruitment for posting.
25) Add any comments in the Comment Box, keeping in mind these comments appear in the message sent to the next approver in the workflow and **become a permanent part of the recruitment record and cannot be removed**.
- If you would like to add this posting to your watch list, it can be selected at this time.

26) Once the action is complete, you will receive a message at the top of the page confirming the posting was successfully transitioned.