



## **MEMORANDUM**

**TO:** HR and Business Contacts

**FROM:** The Office of Talent Acquisition

**DATE:** April 17, 2018

**RE:** New Close Date Options for Job Postings

Effective May 1, 2018, the Columbia campus will have the option to post all staff full-time equivalent (FTE) and research grant or time-limited (RGP/TL) positions for up to 45 calendar days from the date of the posting. By indicating a specific closing date, departments will be able to better manage their applicant pool, fill positions quicker, and also ensure that all applicants are being reviewed for postings.

Verbiage will be included on each posting to inform applicants when the reviewing and selection process will take place (example: “We are only accepting applications submitted before June 1, 2018”). Prior to the 45-day closing, a representative from the Office of Talent Acquisition will contact the hiring manager to assess the pool of talent and determine if the closing date for the position needs to be extended. Hiring managers may also request a shorter posting period at any time.

This will go into effect May 1, 2018 for the Columbia campus only. If any other system campus is interested in participating, please let us know.

If you have any questions about the changes, feel free to contact the Office of Talent Acquisition at [HRTalent@mailbox.sc.edu](mailto:HRTalent@mailbox.sc.edu) or 803.777.3821.