

PeopleAdmin Quick Reference Guide

Using a Search Firm with a Posting

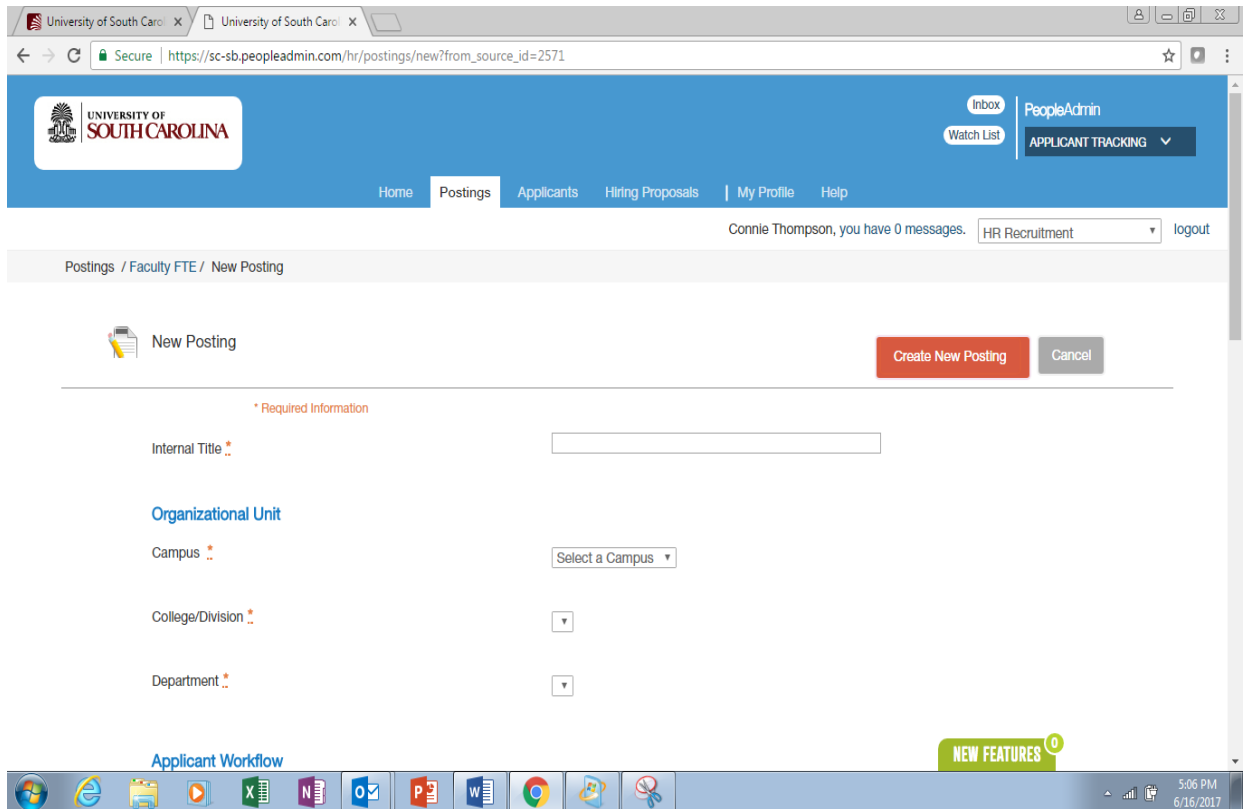
1. Create posting for desired position type in the Applicant Tracking Module.

Faculty FTE Postings

[+ Create New Posting](#)

To add a new column to the search results, select the column from the drop down list.

2. On the entry page in creating the posting, complete the required information on the Internal Title and Organizational Unit and the optional information on Applicant Workflow and References as desired.



The screenshot displays the 'New Posting' page in the PeopleAdmin system. The browser address bar shows the URL: https://sc-sb.peopleadmin.com/hr/postings/new?from_source_id=2571. The page header includes the University of South Carolina logo and navigation links for Home, Postings, Applicants, Hiring Proposals, My Profile, and Help. A user notification for Connie Thompson is visible. The main content area is titled 'New Posting' and contains a form with the following fields:

- Internal Title**: A text input field.
- Organizational Unit**: A section containing three dropdown menus:
 - Campus**: A dropdown menu with the text 'Select a Campus'.
 - College/Division**: A dropdown menu.
 - Department**: A dropdown menu.
- Applicant Workflow**: A section with a 'NEW FEATURES' badge.

Buttons for 'Create New Posting' and 'Cancel' are located at the top right of the form area.


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3. Under Online Applications, de-select the Accept Online Applications check box and complete the Special Offline Application Instructions with the applicable search firm information and directions.

Online Applications

Accept online applications?

Special offline application instructions



4. Coordinate with the search firm to execute the search.
5. Once an applicant is selected, the HR Contact should request that the HR Recruitment Office move the posting to “Posted Internally” and provide the Quicklink for Special Hire to the selected applicant. The applicant will then create an account and complete an application.
6. Move the selected candidate through the applicant process to “Recommend for Hire.”
7. Create the Hiring Proposal and create onboarding events as required.