

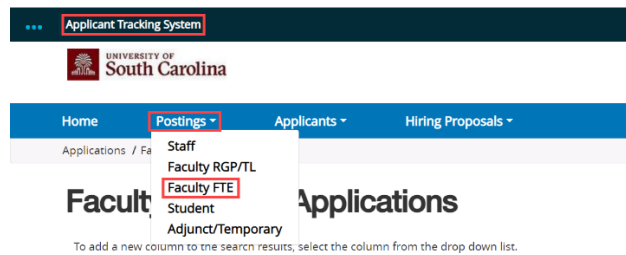
# Creating a Posting

## Faculty FTE

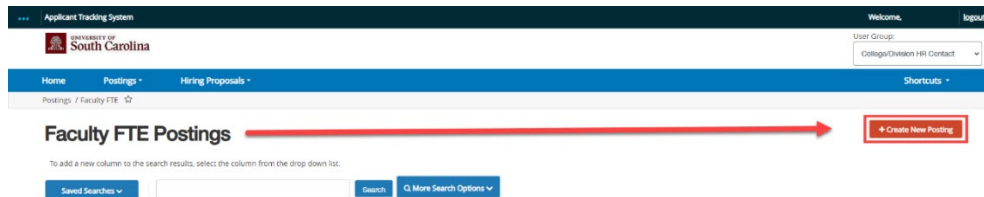
The following user types can create a posting:

- 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 Faculty FTE.

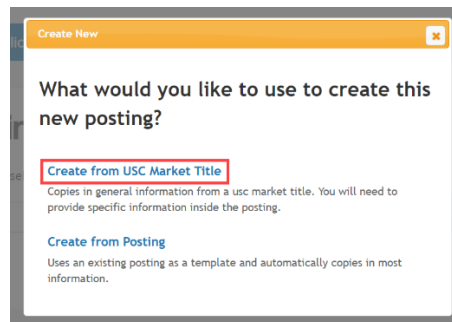


2) Click the Create New Posting button found in the upper righthand corner of the screen.



3) Select the option you would like to create the posting from. Faculty FTE positions will need to be created from the classification.

**Note:** If there is a posting that was created that is identical to the posting that needs to be created, you can use the Create from Posting Option.



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- 4) Locate the classification you would like to advertise by entering the title in the Keyword search area or scroll down the page to locate the position. If advertising an Open Rank Position, select the lowest classification title to create from.

### Faculty FTE USC Market Titles

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

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

Faculty FTE - Classifications

"Faculty FTE - Classifications" 42

← Previous 1 2 Next →

Job Code Title	Job Code	USC Market Title Status	(Actions)
President	UA01	Approved	Actions
Sr. Vice Chancellor	UA16	Approved	Actions
Chancellor	UA18	Approved	Actions
Vice Chancellor	UA19	Approved	Actions
Provost	UD03	Approved	Actions
Vice Provost	UD05	Approved	Actions

*Note: A red box highlights the 'Actions' dropdown for the 'President' row, which contains 'View USC Market Title' and 'Create From'.*

- 6) The system will generate a posting settings page for New Posting. You will need to input all information that is required which will be marked with an asterisk.

Home Postings Applicants Hiring Proposals Shortcuts

/ Postings / Faculty FTE / New Posting

New Posting

\* Required Information

Advertised Title \*

Organizational Unit

Campus \*

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- 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.

#### Job Alert

##### Job Alert Categories

- Academic Administration
- Academic Advising
- Accounting
- Administrative
- Admissions
- Alumni Management
- Animal Care
- Arts & Humanities
- Athletics Administration

- 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

Workflow State

Under Review by Department/Committee ▼

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

### 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.

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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. USC market title documents will not be present for Faculty FTE as they do not have position descriptions.

**Online Applications**

Accept online applications?

Special offline application instructions

**Supporting Documents**

Allow supporting documents to be uploaded to applications?

**Usc Market Title Documents**

Please indicate which documents you wish to include on your new posting.

No documents found.

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



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.**

Posting Details


[Check spelling](#)


To navigate through this form, please use the "Prev" and "Save & Continue" buttons at the top of the page. Do not use your browser's "Back" button as it will not save your progress and data will be lost.


\* Required Information


Posting Summary


Copy and paste the URL for your school on the box above.

 <https://pa-hrsuite-production.s3.amazonaws.com/299716cc9/75380.png>


 <https://pa-hrsuite-production.s3.amazonaws.com/299716cc9/19720.jpg>

 <https://pa-hrsuite-production.s3.amazonaws.com/299716cc9/19721.jpg>

 <https://pa-hrsuite-production.s3.amazonaws.com/299716cc9/19722.jpg>

 <https://pa-hrsuite-production.s3.amazonaws.com/299716cc9/19723.jpg>

• Logo For Posting

 <https://pa-hrsuite-production.s3.amazonaws.com/299716cc9/763174.png>

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13) Complete the general posting required fields. Like the previous page, all fields marked with an asterisk are required.

Posting Number

Is this a replacement?

If yes, who is the current incumbent?   
Enter N/A if there is not a current incumbent.

Date of separation or reassignment:

Classification Title

Advertised Title

Internal Title

Campus

Work County

College/Division

Department

Classification Code

Advertised Salary Range

Census

EEO Code

Job Group

Location of Vacancy   
If the work location of the position is outside of the affiliated campus, please specify the city and state of the position. For example, a recruiter in Undergraduate Admissions may be located in Chicago, IL, or Jersey City, NJ.

**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) Under the Position Description section, enter text for the Advertised Job Summary, Required Education and Experience, and Preferred Qualifications. This information will be used on the job advertisement across various job boards.

### Position Description

**B I S U T " < > | | | | |**

Advertised Job Summary   
Please summarize the job purpose and duties for the advertisement of this position.

**B I S U T " < > | | | | |**

Required Education and Experience

**B I S U T " < > | | | | |**

Preferred Qualifications

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15) 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. **All postings must be live for a minimum of 5 business days. Tenure-track faculty postings recruiting from a global talent pool must be live for a minimum of 30 days. If you plan to advertise externally, you must indicate the sources.** Once complete, click Save & Continue.

Posting Detail Information

- Will you be recruiting from a world wide talent pool?  This field is required.
- Desired Start Date  This field is required.
- HR Contact Information  This field is required.
- HR Contact Phone Number  This field is required.
- Applicant Reviewer Access  Select all individuals authorized to manage the applicant's status. This field is required.
- Initiator Access  Select those who are authorized to modify the position description.
- Job Open Date
- Minimum Posting Period Ends
- Job Close Date
- Open Until Filled

Special Instructions to Applicant

Careerbuilder  
 Facebook  
 Glassdoor  
 Higher Education Careers  
 Indeed  
 LinkedIn  
 Monster  
 The Chronicle of Higher Education  
 Twitter  
 Other (please specify)

16) Funding Information: Complete all fields marked with an asterisk.

Funding Information Save << Prev Save & Continue

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Source of Funding

State Funding %  If no State Funding, indicate 0.00

Federal Funding %  If no Federal Funding, indicate 0.00

Other Funding %  If no Other Funding, indicate 0.00

Position Attributes

Safety Sensitive or Security Sensitive

Save << Prev Save & Continue

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17) Supplemental Questions: The system will allow you to add qualifying questions for applicants to complete. Refer to the [Quick Reference Guide Adding Supplemental Questions](#).

Supplemental Questions Save << Prev Save & Continue

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Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions Add a question

Position	Required	Category	Question	Status
<span style="float: right;">Save &lt;&lt; Prev Save &amp; Continue</span>				

18) Applicant Documents: You can select document types that you would like applicants to upload along with their application. (i.e. cover letter, resume, curriculum vitae, etc.)

- The curriculum vitae will need to be listed as a required document for all faculty positions. The faculty application does not include a section to include employment or education experience.

Applicant Documents Save << Prev Save & Continue

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Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
1	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input style="border: 1px solid red;" type="radio"/>
3	Letter of Recommendation 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Letter of Recommendation 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Letter of Recommendation 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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19) Guest User: A guest user 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.

Guest User Save << Prev Save & Continue

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Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Want to give guests access to view this posting?

Create Guest User Account

Save << Prev Save & Continue

20) Internal Posting Documents: The Approved Academic Position Request/FTE Form must be uploaded at this step. To upload, choose the Actions drop down menu and select Upload New, Create New or Choose Existing.

Internal Posting Documents Save << Prev Save & Continue

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To add a document to the posting, hover over the blue **Action** text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

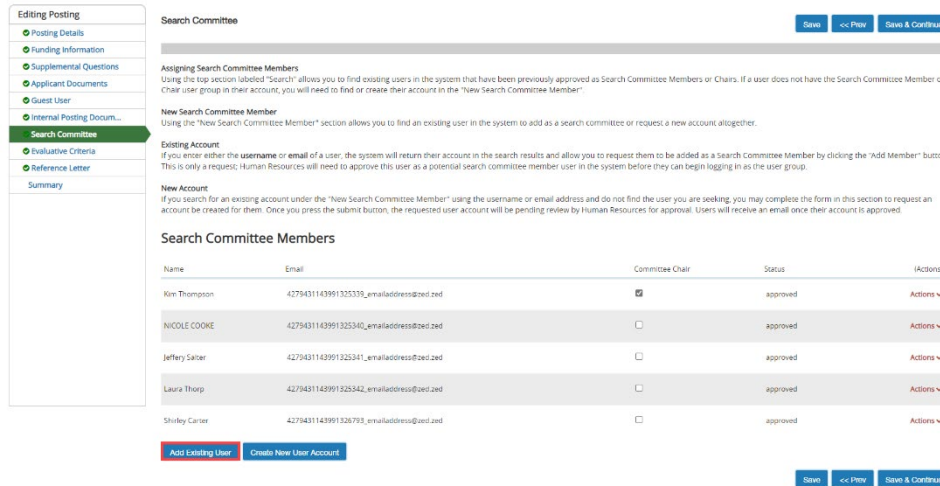
Document Type	Name	Status	(Actions)
Academic Position Request/FTE Form (REQUIRED for Faculty)			<span>Actions</span> ▾
External Advertisements (REQUIRED for Staff Positions at Columbia campus, if posting externally)			<span>Actions</span> ▾
Other			<span>Actions</span> ▾



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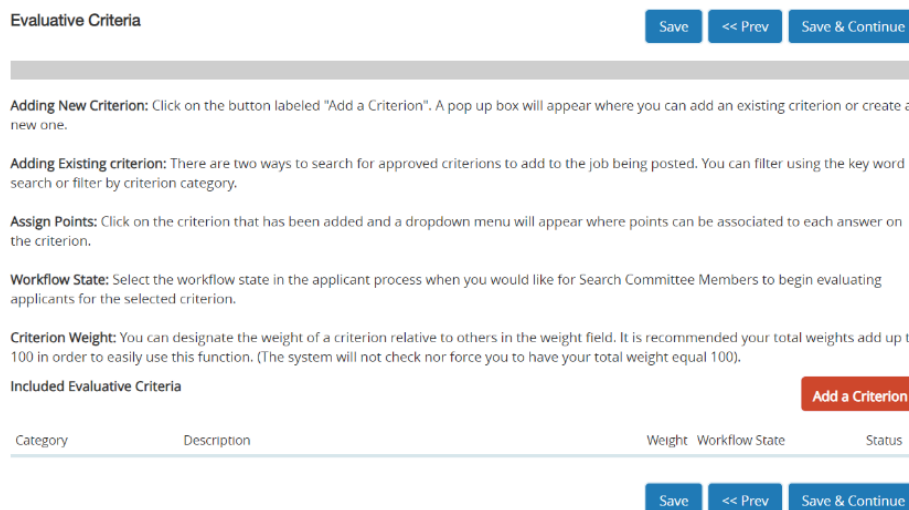
21) **Search Committee:** Go to the Search Committee tab on the posting and click Add Existing User. All university employees have access to the search committee user group. Refer to the [Quick Guide for Adding Search Committee Members and Establishing Evaluative Criteria](#).



**Search Committee Members**

Name	Email	Committee Chair	Status	Actions
Kim Thompson	4279431143961325370_emailaddress@usc.edu	<input checked="" type="checkbox"/>	approved	Actions ▼
NICOLE COOKE	4279431143961325340_emailaddress@usc.edu	<input type="checkbox"/>	approved	Actions ▼
Jeffery Sailer	4279431143961325341_emailaddress@usc.edu	<input type="checkbox"/>	approved	Actions ▼
Laura Thorp	4279431143961325342_emailaddress@usc.edu	<input type="checkbox"/>	approved	Actions ▼
Shirley Carter	4279431143961326793_emailaddress@usc.edu	<input type="checkbox"/>	approved	Actions ▼

22) **Evaluative Criteria:** You can add criteria that you would like your search committee members to use to assess user each candidate. This works similarly 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](#).



**Evaluative Criteria**

**Adding New Criterion:** Click on the button labeled "Add a Criterion". A pop up box will appear where you can add an existing criterion or create a new one.

**Adding Existing criterion:** There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

**Assign Points:** Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

**Workflow State:** Select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants for the selected criterion.

**Criterion Weight:** You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

**Included Evaluative Criteria**

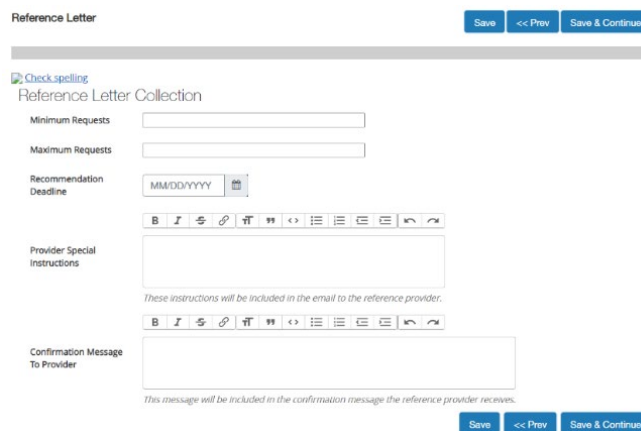
Category	Description	Weight	Workflow State	Status

**Optional:**

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23) **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.)



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

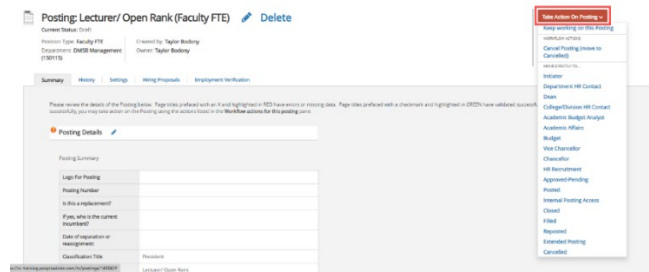


25) Hover over the Take Action on Posting tab and select the appropriate next workflow state depending upon your departmental approval structure.

- Initiator and Department route to College/Division HR.
- College/Division HR must route to Academic Affairs for approval by Provost. College/Division can also route internally to Dean or Academic Budget Analyst if internal workflow deems appropriate.
- Once approved by Provost, College/Division HR can route to HR Recruitment for posting. (Academic Affairs typically route the postings to HR Recruitment instead of sending it back to the college/division HR.)

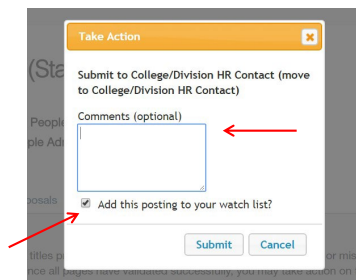
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26) You can add comments in the Comment Box. Keep in mind these comments appear in the message sent to the next approver in the workflow and become a **permanent part of the recruitment record and cannot be removed.**

- If you would like to add this posting to your watch list, it can be selected at this time.



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