

PeopleAdmin Quick Reference Guide

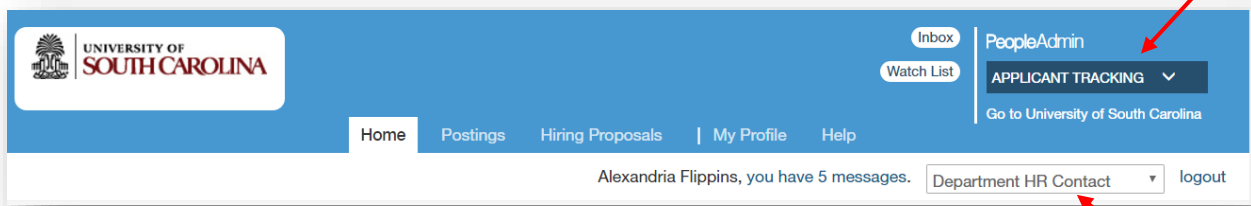
Creating a Posting

Adjunct Faculty/Temporary

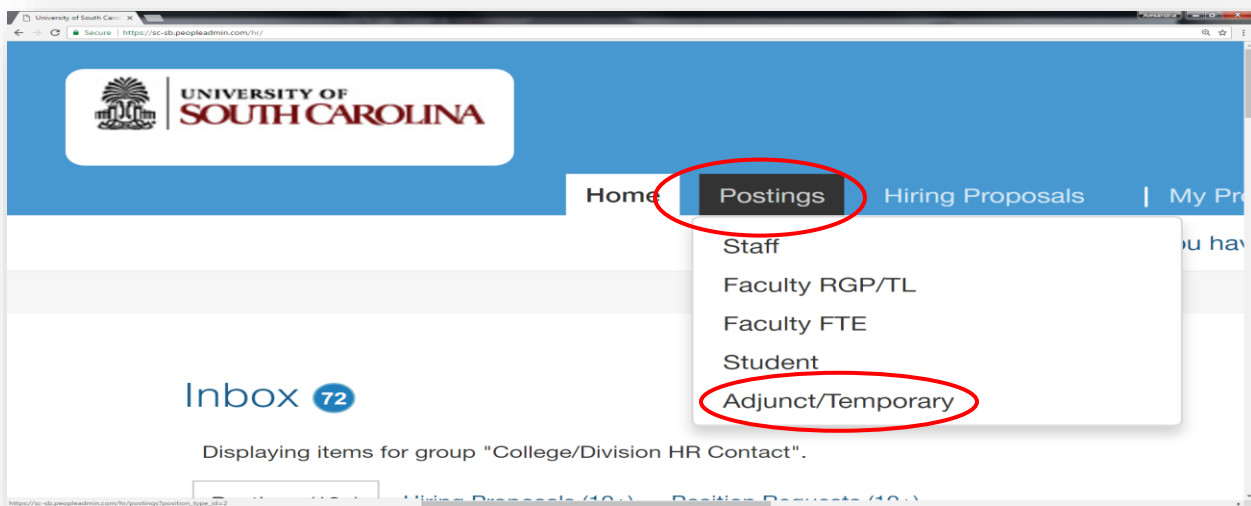
The following user types can create a posting:

- Initiator
- Department HR Contact
- College Division HR Contact

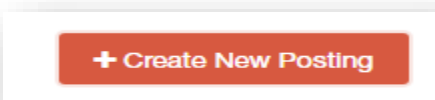
1. Make sure you are in the Applicant Tracking Module and log in as the appropriate user type to create the posting.



2. Hover over the Posting tab and select the Adjunct/Temporary position type.

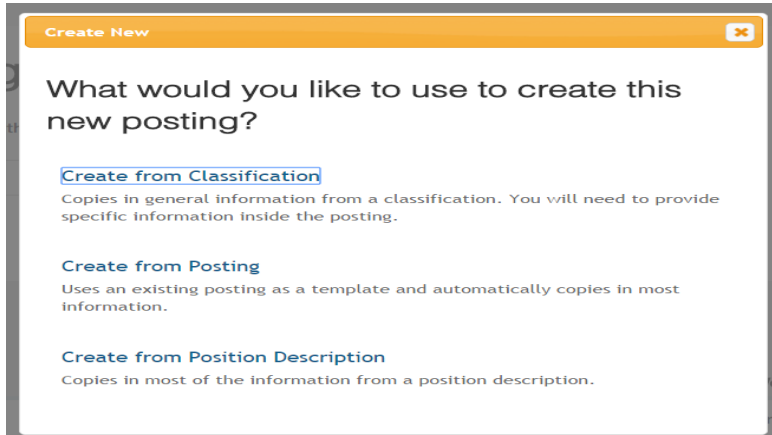


3. Select Create New Posting.



Creating a Posting Adjunct Faculty/Temporary

4. Select the option you would like to create the posting from. Use the chart below to determine what your position type should be created from.

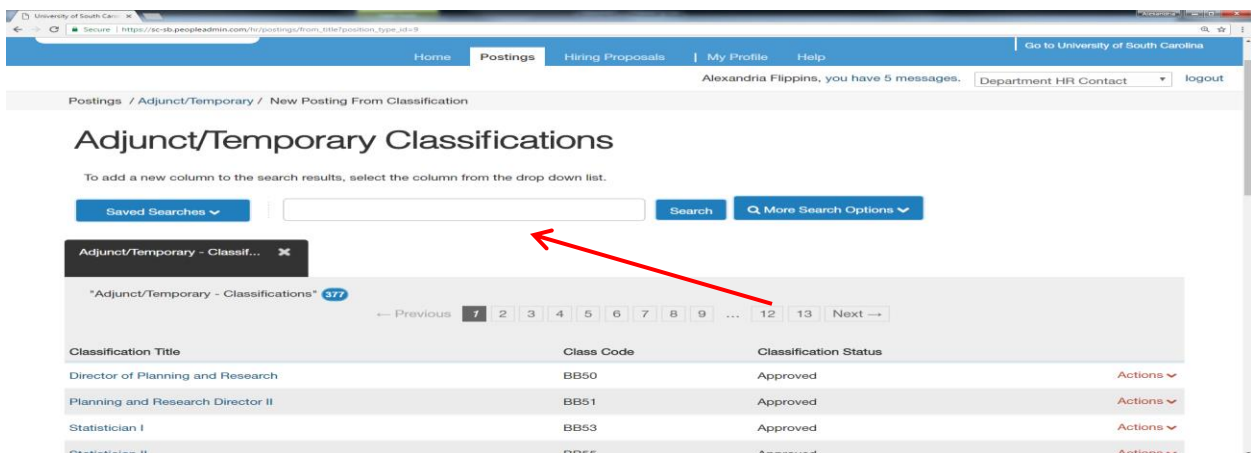


| Position Type | Create From |
|--------------------------|----------------------|
| Adjunct Faculty | Classification |
| Temporary Staff (Hourly) | Classification |
| Temporary Staff (Exempt) | Position Description |

➤ 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**.

5. Locate the classification/position description (depending on your selection) you would like to advertise for, by entering the title in the keyword search area, or scroll down the page to locate the position.

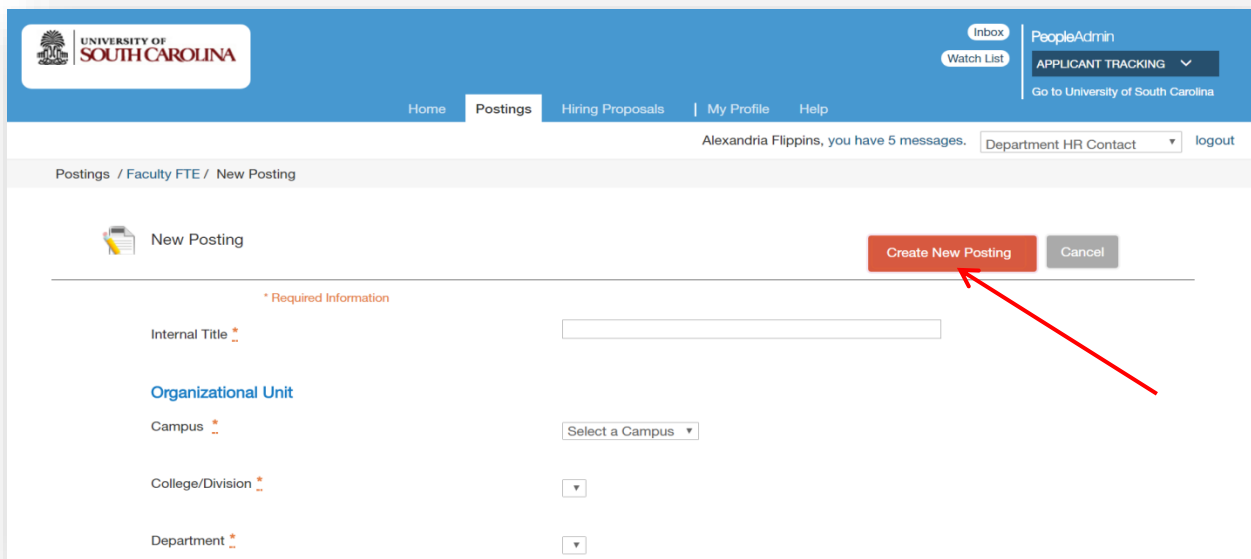
6. Hover over the action button to the right side of the position chosen and select Create From.



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7. The system will generate a posting settings page for New Posting. You will need to input all information that is required. In this section, you can also select the feature that notifies reference providers to submit recommendation letters electronically, if desired.

- In addition to the required fields, you will need to select the Accepted Application Form. If the position is an adjunct temporary, you will need to select the USC Adjunct Faculty Application. If the position is a temporary, you will need to select the USC Temporary Application.



UNIVERSITY OF SOUTH CAROLINA | PeopleAdmin | APPLICANT TRACKING | Go to University of South Carolina

Home | **Postings** | Hiring Proposals | My Profile | Help

Alexandria Flippins, you have 5 messages. | Department HR Contact | logout

Postings / Faculty FTE / New Posting

New Posting

Create New Posting | Cancel

* Required Information

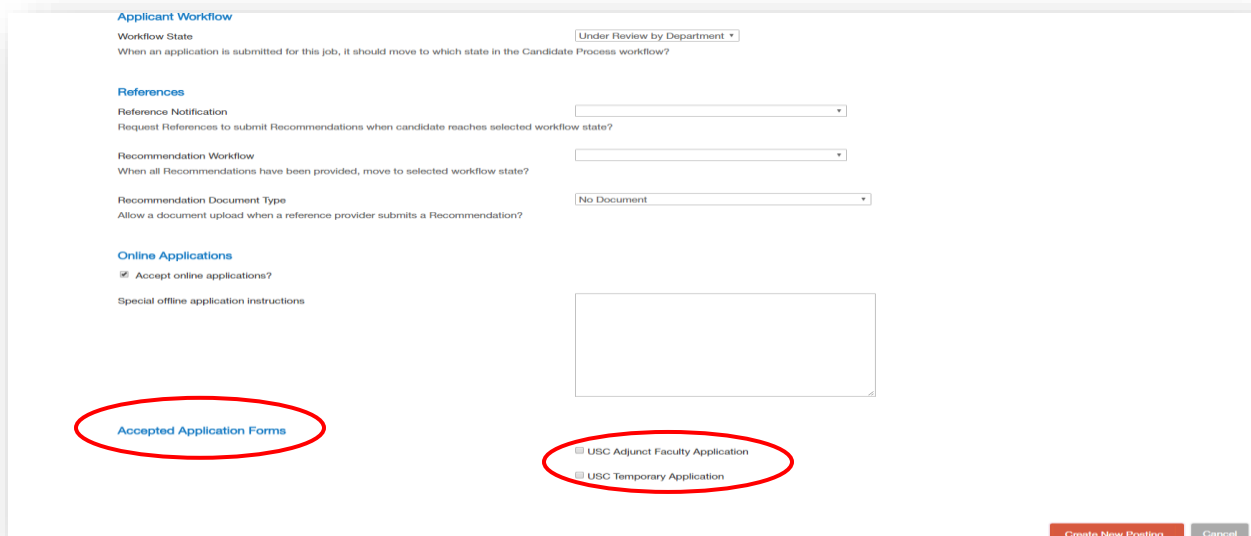
Internal Title

Organizational Unit

Campus | Select a Campus

College/Division

Department



Applicant Workflow

Workflow State | Under Review by Department

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

References

Reference Notification | Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow | When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type | No Document | Allow a document upload when a reference provider submits a Recommendation?

Online Applications

Accept online applications?

Special offline application instructions

Accepted Application Forms

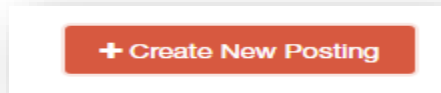
USC Adjunct Faculty Application

USC Temporary Application

Create New Posting | Cancel

Creating a Posting Adjunct Faculty/Temporary

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



9. Complete the tabs and required fields on the posting. All fields marked with an asterisk are required.



- 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.
- 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.
- If the position was built from a Classification, in the Funding Information section, you must click the Add USC Funding Details Entry tab in order to add the funding information.
- If the position is an Adjunct Faculty Position, in the Work Schedule field, you will need to include the course load.

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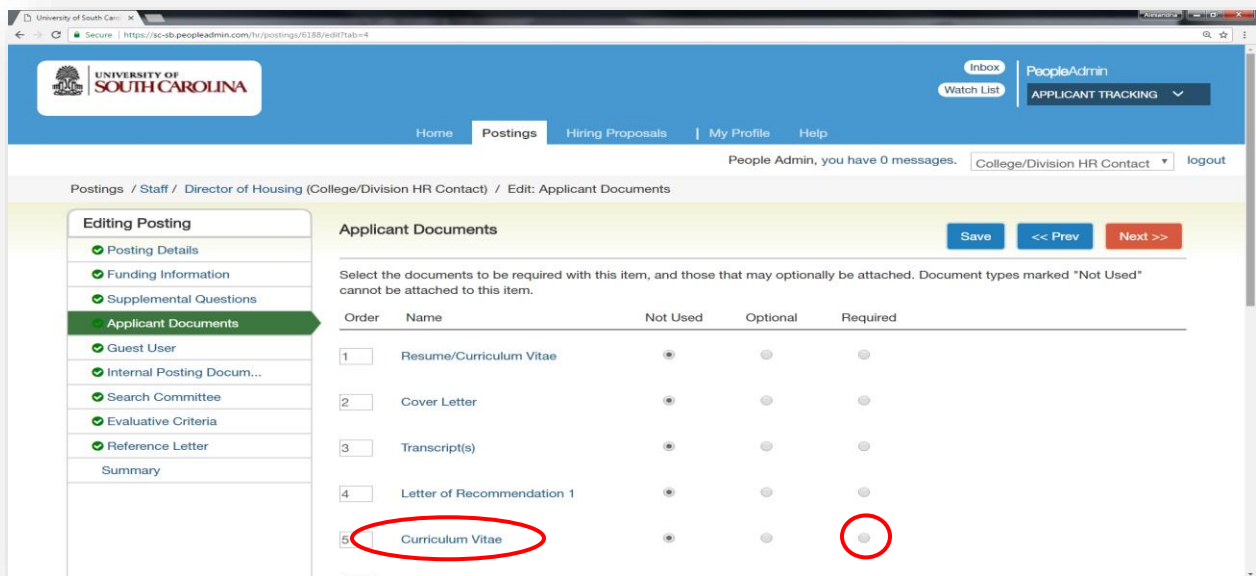
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10. Supplemental Questions: The system will allow you to add qualifying questions for applicants to complete. Refer to our **Quick User Guide Adding Supplemental Questions**.

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

- The cv will need to be listed as a required document, if the USC Faculty Application was selected as the application. The USC Faculty Application does not include an area to include employment or education experience.



12. Guest Users: Can be added to the system to review applications. This functionality is for individuals outside of the university serving on interview panels.

13. Internal Posting Documents: No documents are required to upload for adjunct/temporary positions.

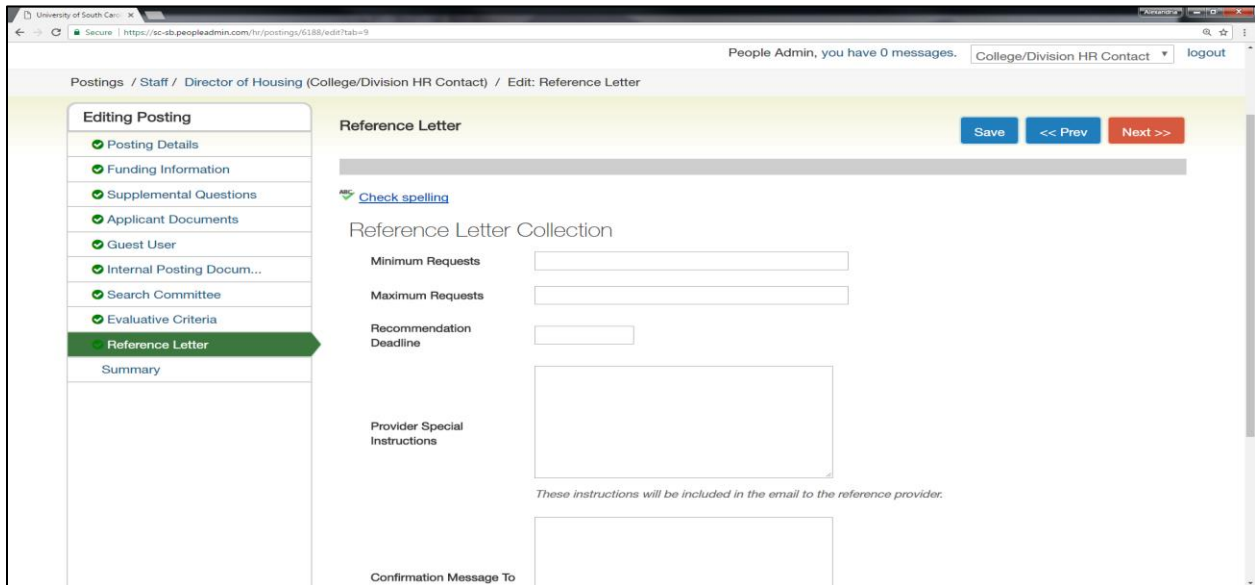


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14. Adding Search Committee: You can now identify and invite members of your search committee to review and evaluate applicants through the system. Click on Add Existing User, this will bring you to a screen where you can select an existing user. You can search by name or department. Locate the member you want to add and click on Add Member. Refer to our [Quick User Guide on Adding Search Committee Members and Evaluative Criteria](#).

15. Adding 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 our [Quick User Guide on Adding Search Committee Members and Evaluative Criteria](#).

16. Reference Letter: You can enter the minimum number of reference letter request 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.



The screenshot shows the 'Reference Letter' editing page in the PeopleAdmin system. On the left is a vertical navigation menu under 'Editing Posting' with options: Posting Details, Funding Information, Supplemental Questions, Applicant Documents, Guest User, Internal Posting Docum..., Search Committee, Evaluative Criteria, Reference Letter (highlighted), and Summary. The main content area is titled 'Reference Letter' and includes a 'Check spelling' link. Below this is the 'Reference Letter Collection' section with the following fields: 'Minimum Requests' (text input), 'Maximum Requests' (text input), 'Recommendation Deadline' (text input), 'Provider Special Instructions' (text area), and 'Confirmation Message To' (text input). A note below the instructions field states: 'These instructions will be included in the email to the reference provider.' At the top right of the main area are 'Save', '<< Prev', and 'Next >>' buttons. The browser address bar shows the URL: https://sc-sb.peopleadmin.com/hr/postings/6188/edit?tab=9.

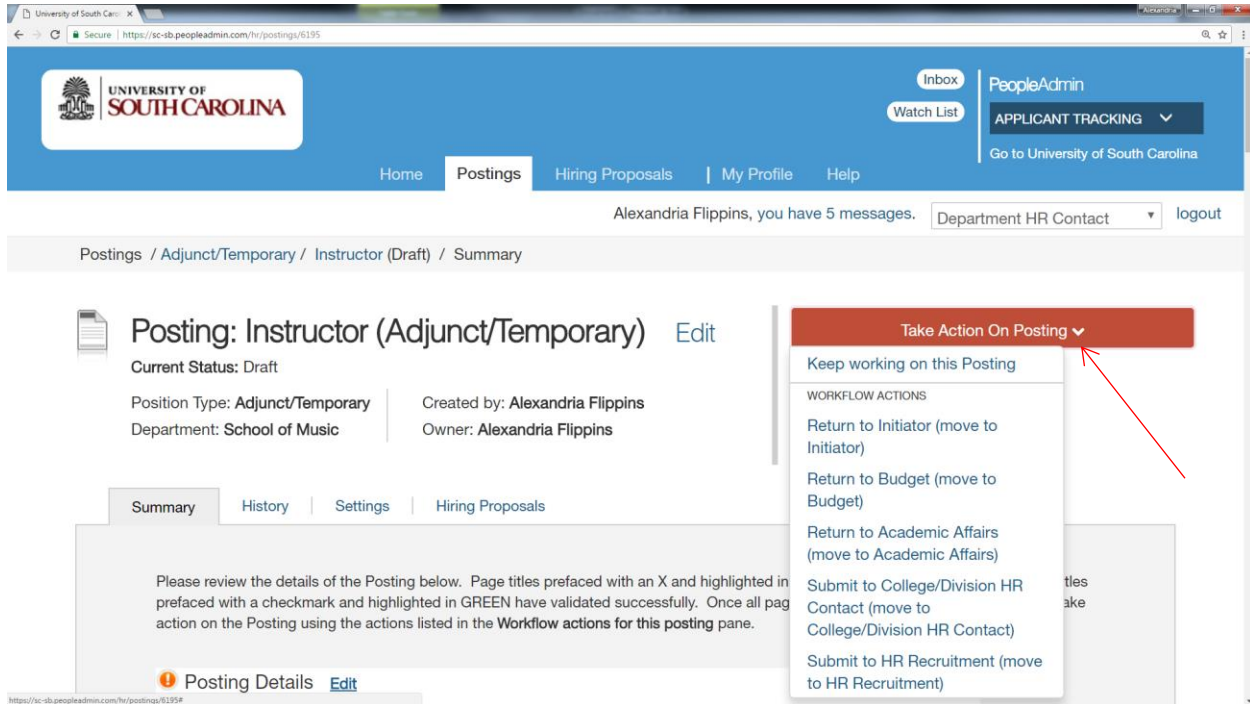
17. Review all your information. When you reach the Summary tab, any tab that has an orange exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.

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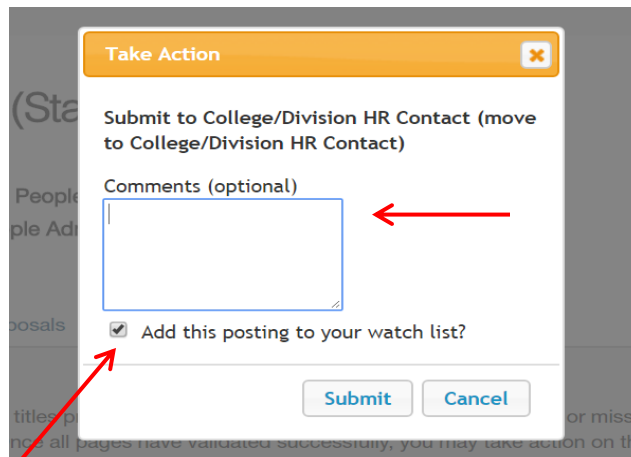
Adjunct Faculty/Temporary

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



19. 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 also 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.

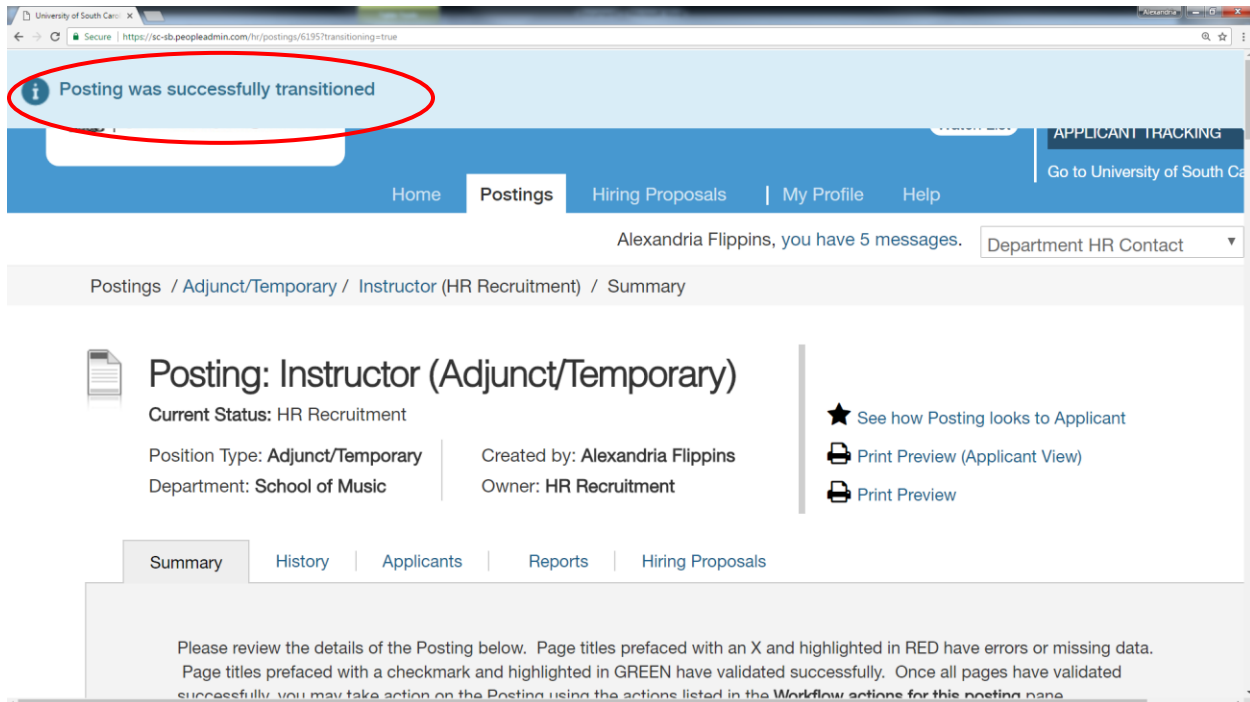


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20. Once the action is complete, you will receive a message that explains the posting was successfully transitioned.



The screenshot shows a web browser window with the URL <https://sc-sb.peopleadmin.com/hr/postings/6195?transitioning=true>. A blue notification banner at the top contains the message "Posting was successfully transitioned" with an information icon, which is circled in red. The navigation menu includes "Home", "Postings", "Hiring Proposals", "My Profile", and "Help". A message notification for Alexandria Flippins is visible. The breadcrumb trail is "Postings / Adjunct/Temporary / Instructor (HR Recruitment) / Summary". The main content area displays "Posting: Instructor (Adjunct/Temporary)" with details: "Current Status: HR Recruitment", "Position Type: Adjunct/Temporary", "Department: School of Music", "Created by: Alexandria Flippins", and "Owner: HR Recruitment". Action links include "See how Posting looks to Applicant", "Print Preview (Applicant View)", and "Print Preview". A tabbed interface shows "Summary" as the active tab. A footer message reads: "Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the Workflow actions for this posting page."