

## PeopleAdmin Quick Reference Guide

# Using a Search Firm with a Posting

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

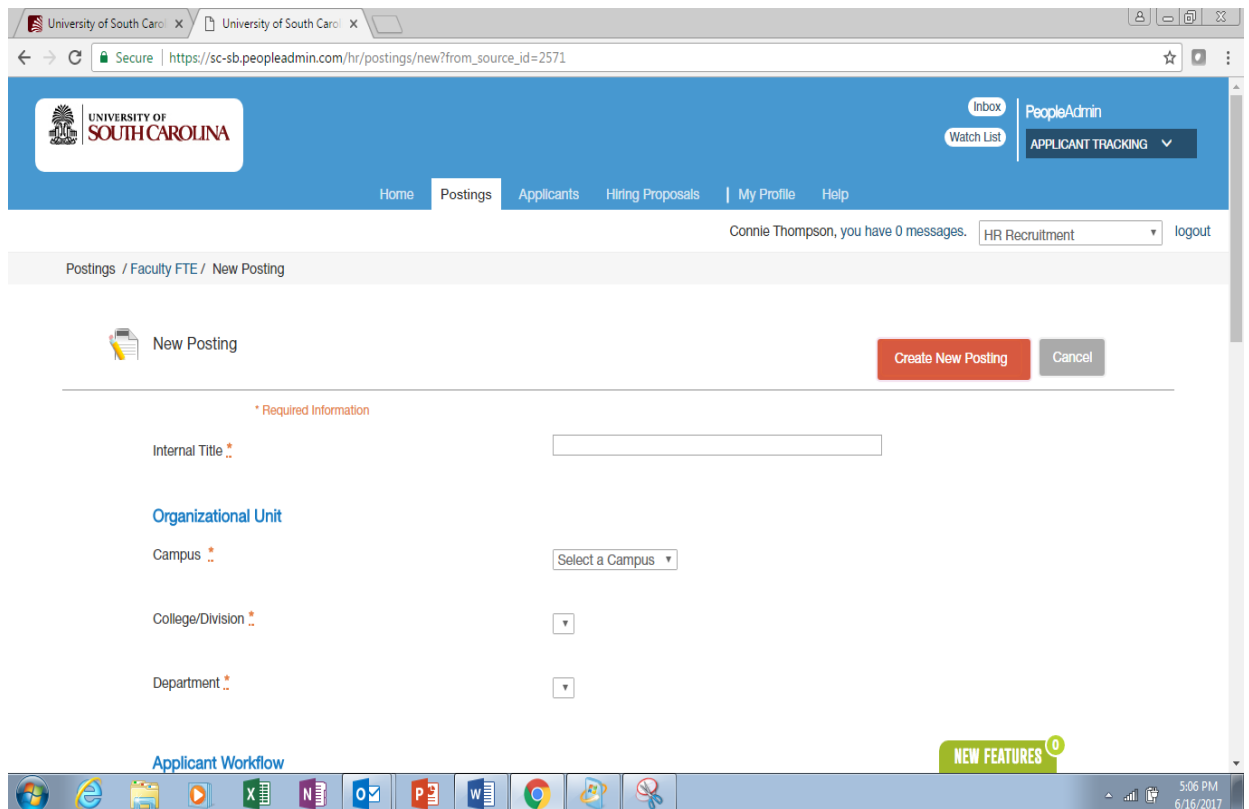
## Faculty FTE Postings

[+ Create New Posting](#)

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

[Saved Searches](#)  [Search](#) [More Search Options](#)

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.



University of South Carolina | PeopleAdmin | APPLICANT TRACKING

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

Connie Thompson, you have 0 messages. | HR Recruitment | logout

Postings / Faculty FTE / New Posting

New Posting [Create New Posting](#) [Cancel](#)

\* Required Information

Internal Title

Organizational Unit

Campus

College/Division

Department

Applicant Workflow [NEW FEATURES](#)

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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.