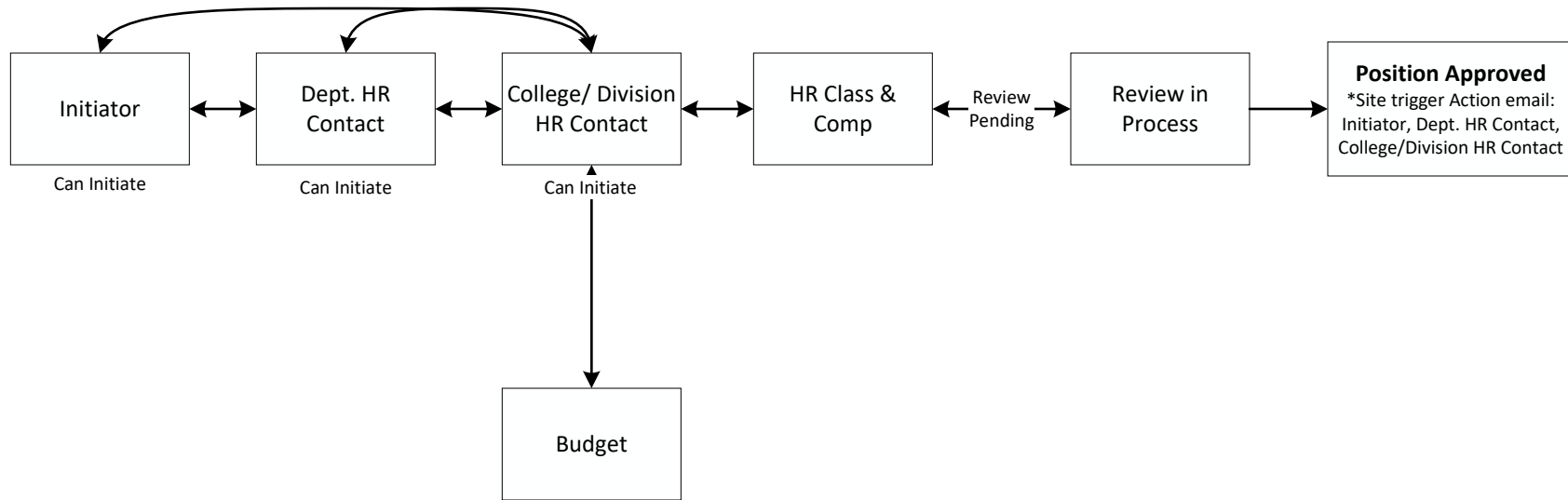
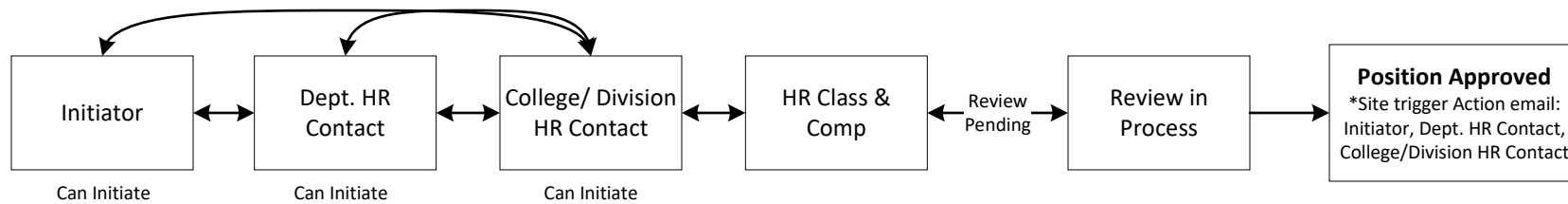


## Staff- Position Description (FTE, Research Grant, and Time Limited Positions)

### Create New Position Description

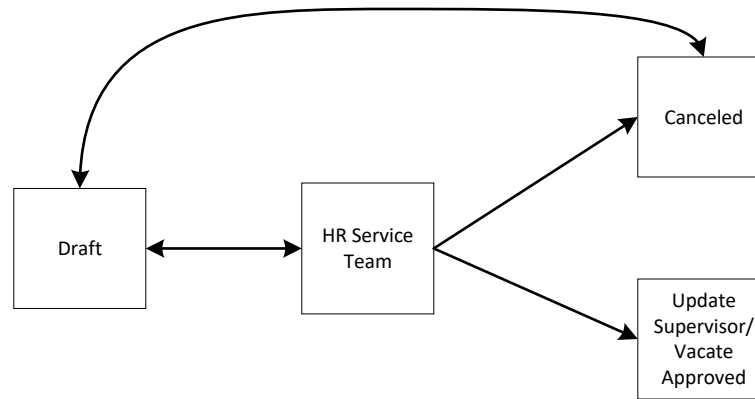


### Modify Position Action

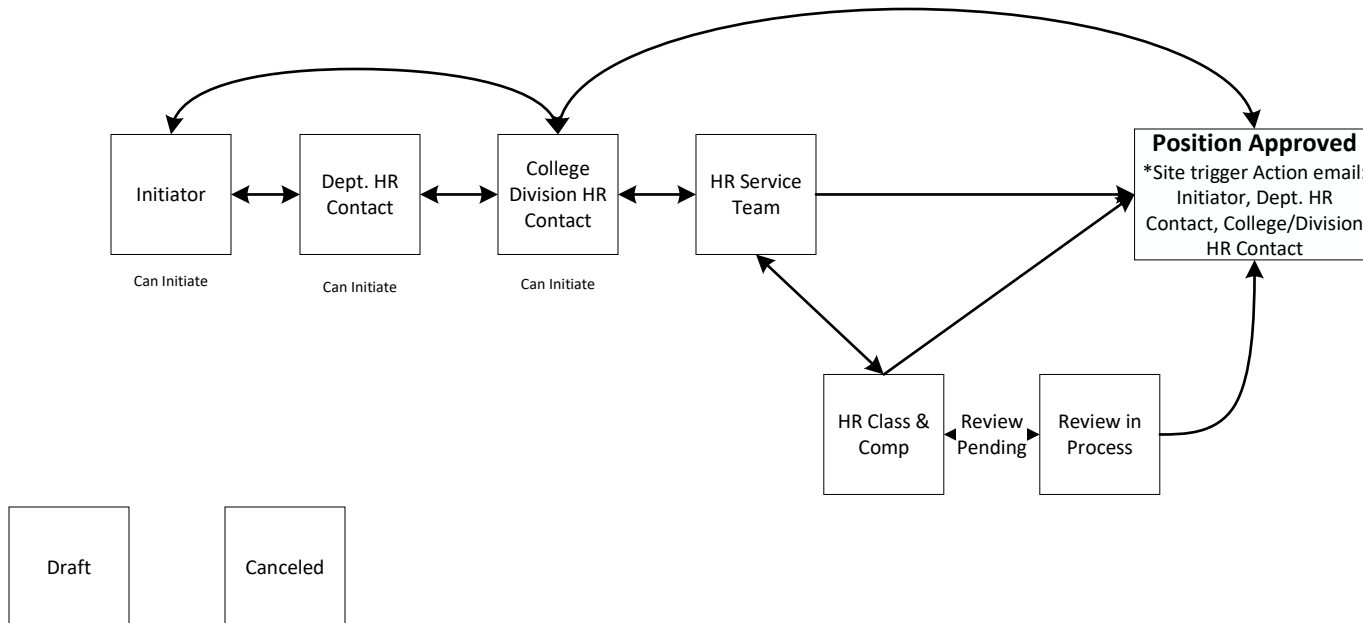


## Staff- Position Description (FTE, Research Grant, and Time Limited Positions)

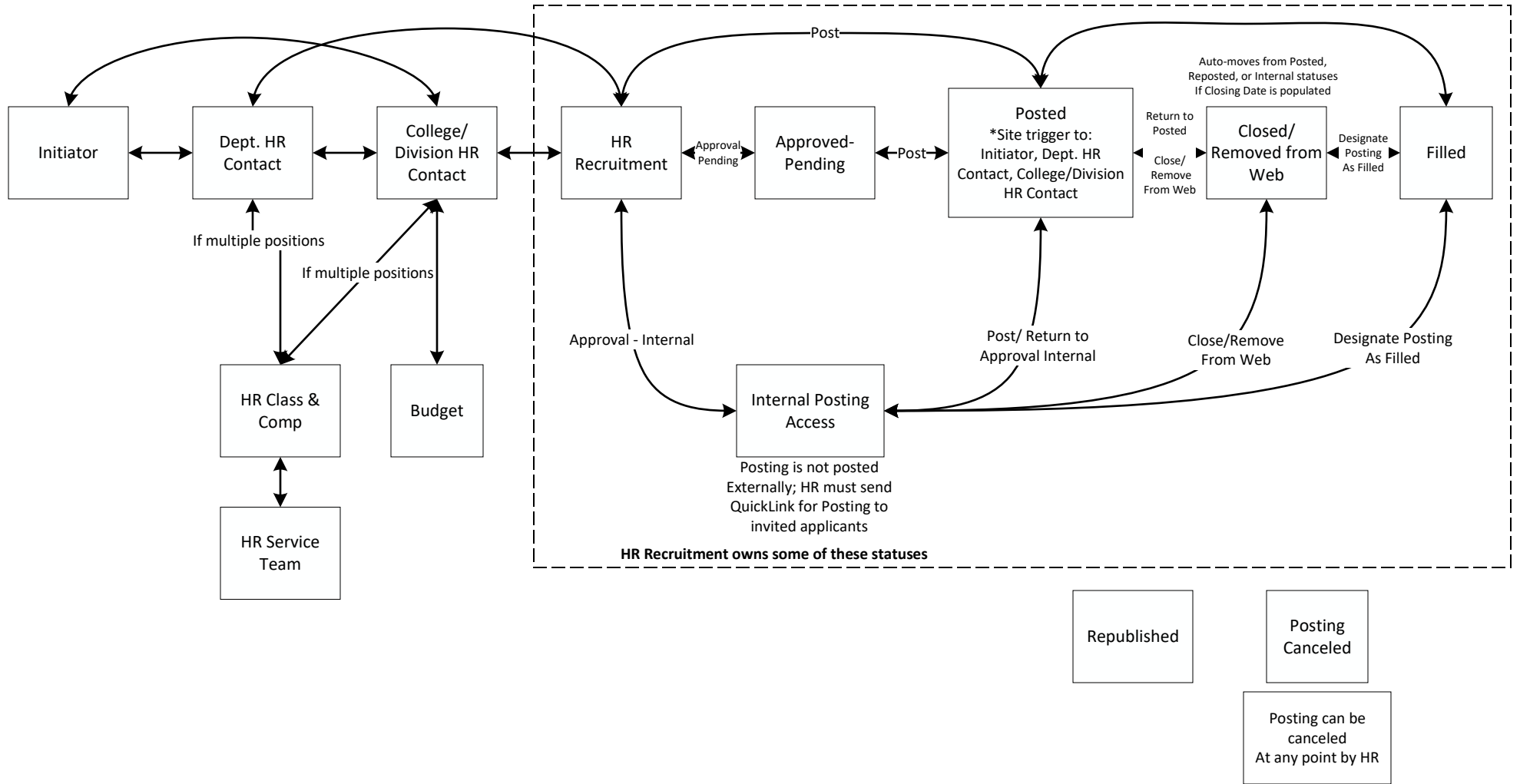
### Update Supervisor/Vacate Position



### Modify Position Details

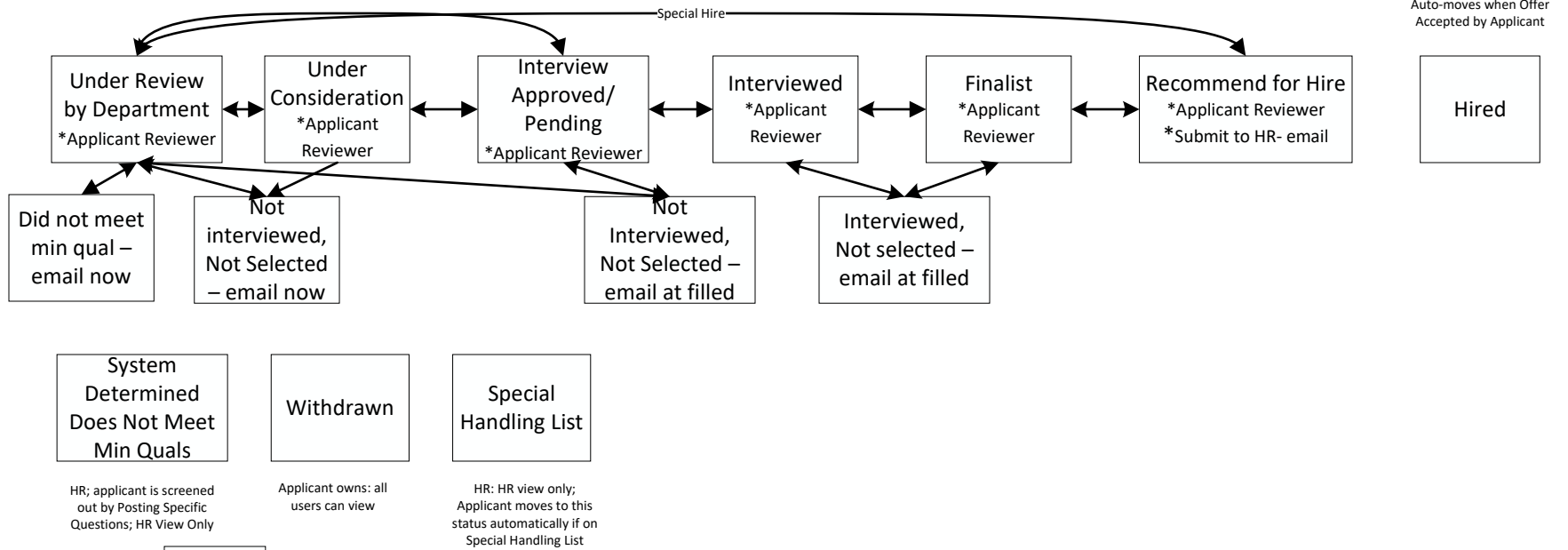


## Staff Posting (FTE, Research Grant, and Time Limited Positions)

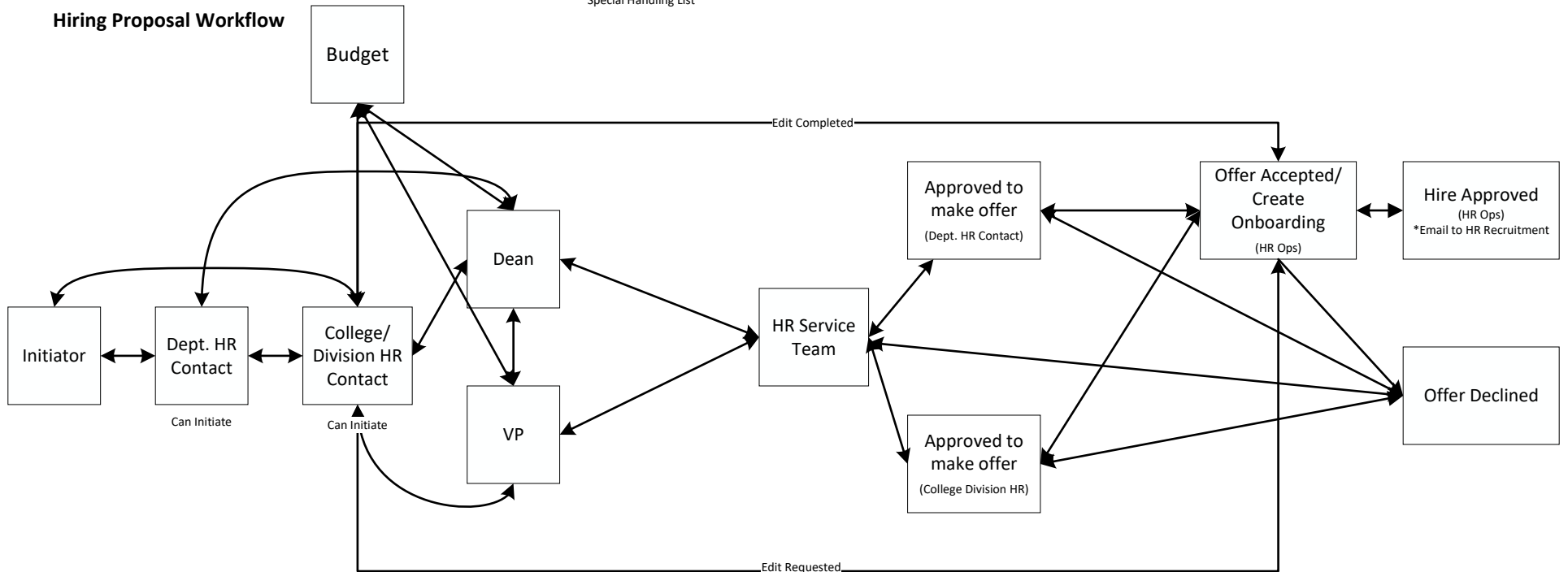


# Staff Applicant Process and Hiring Proposal (FTE, Research Grant, and Time Limited Positions)

## Applicant Workflow

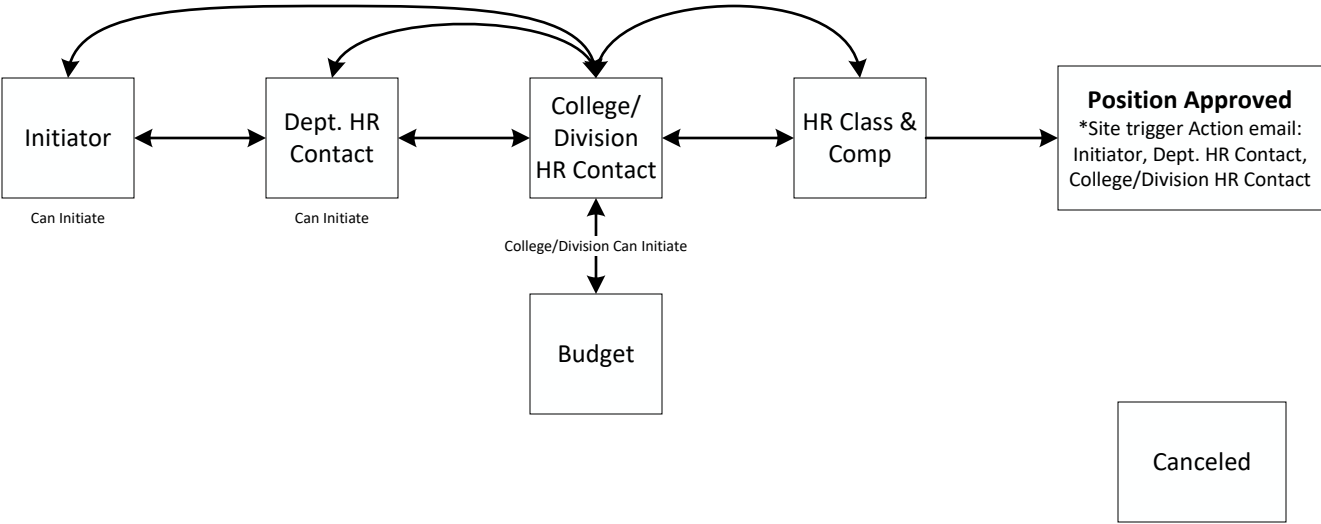


## Hiring Proposal Workflow

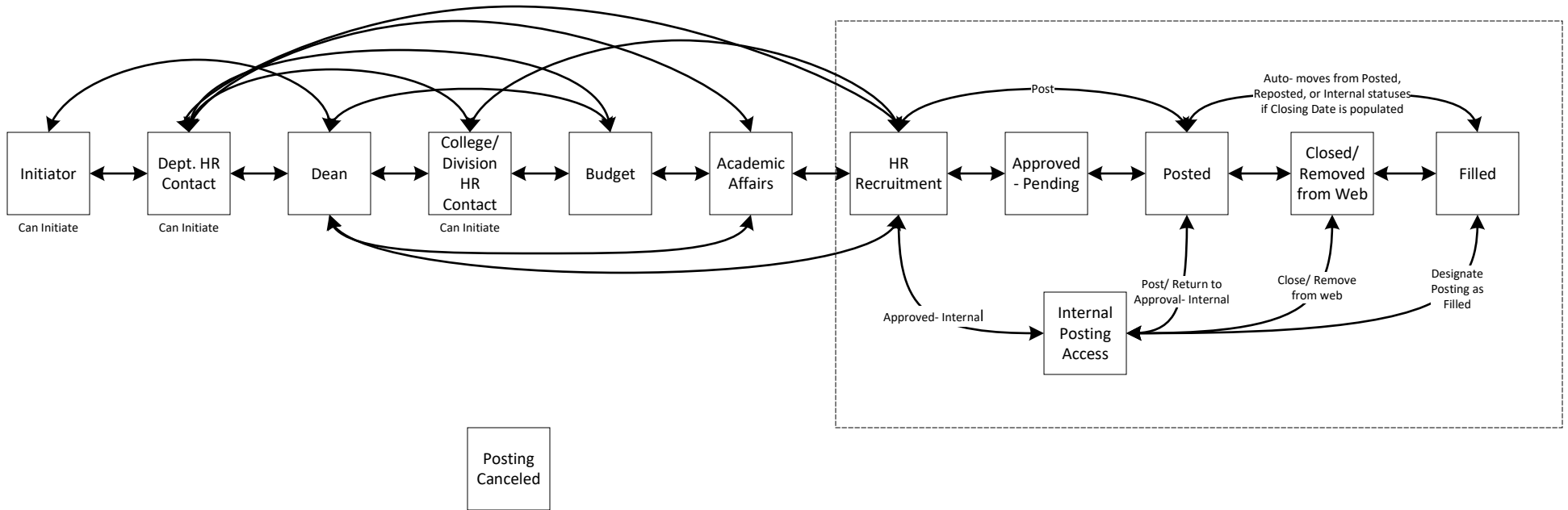


# Faculty- Position Description (Research Grant, and Time Limited Positions)

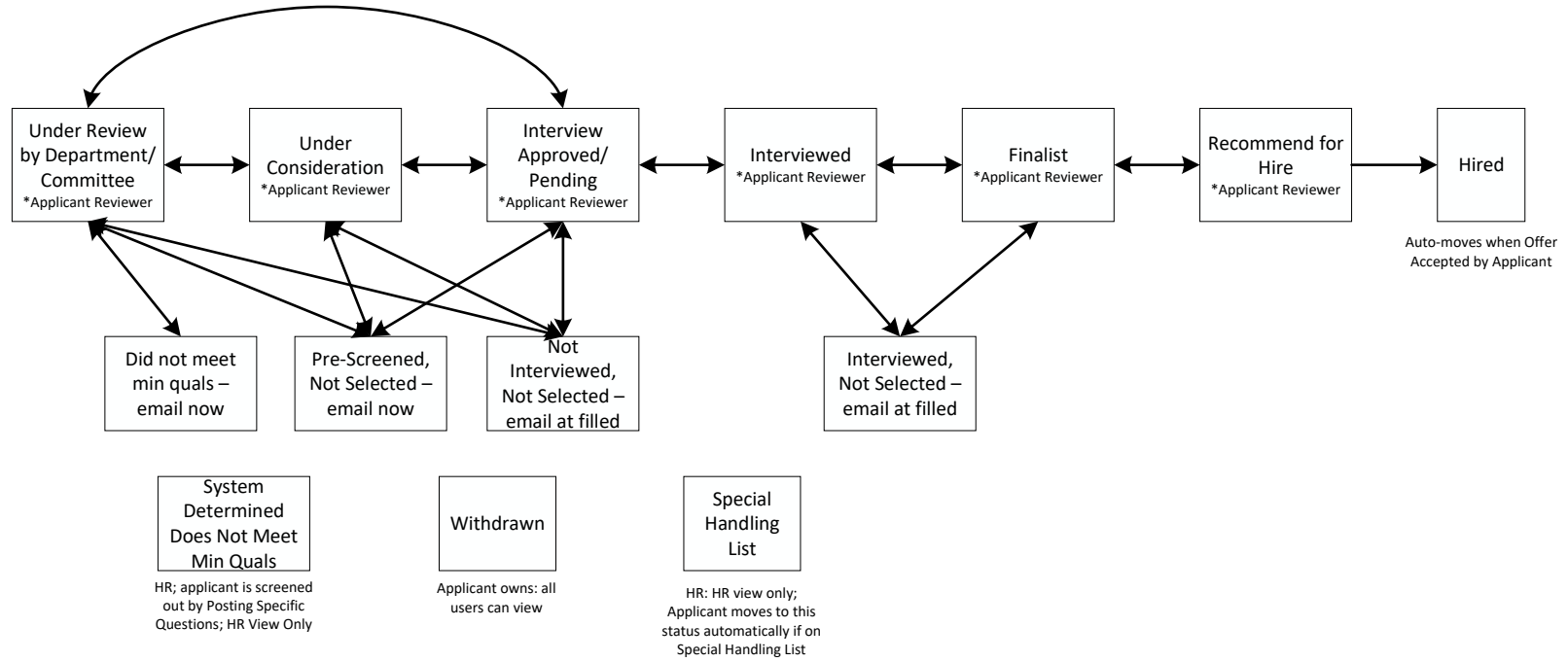
Create New & Modify Position Description



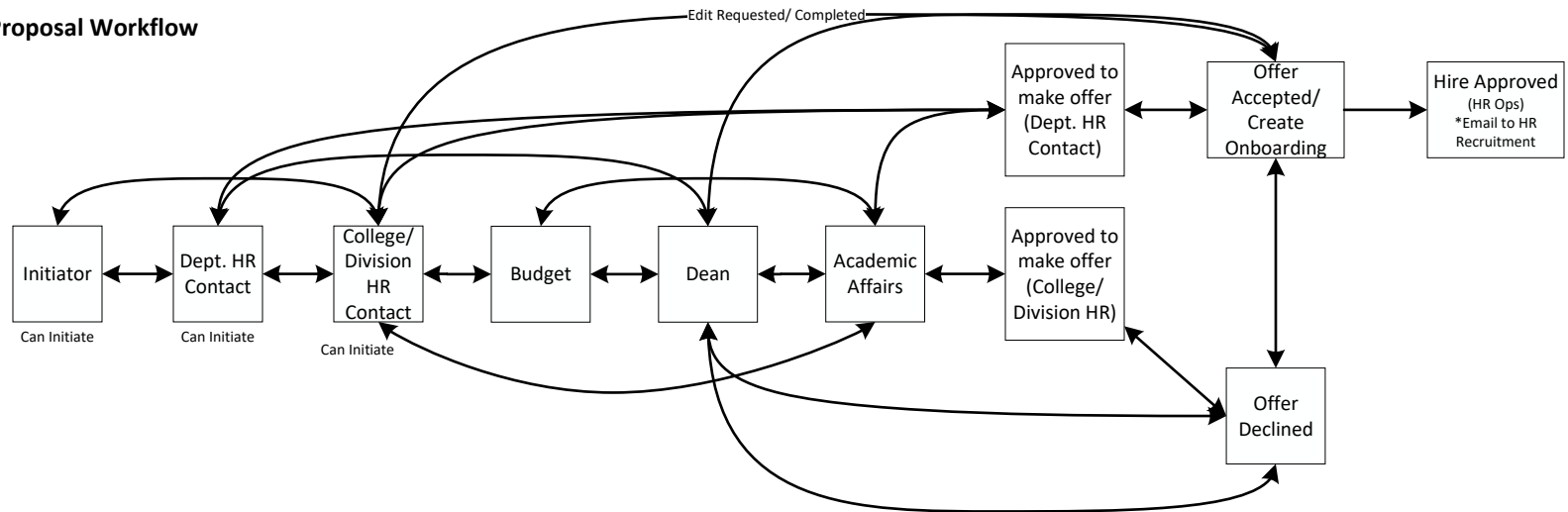
## Faculty- Posting (FTE, Research Grant, and Time Limited Positions)



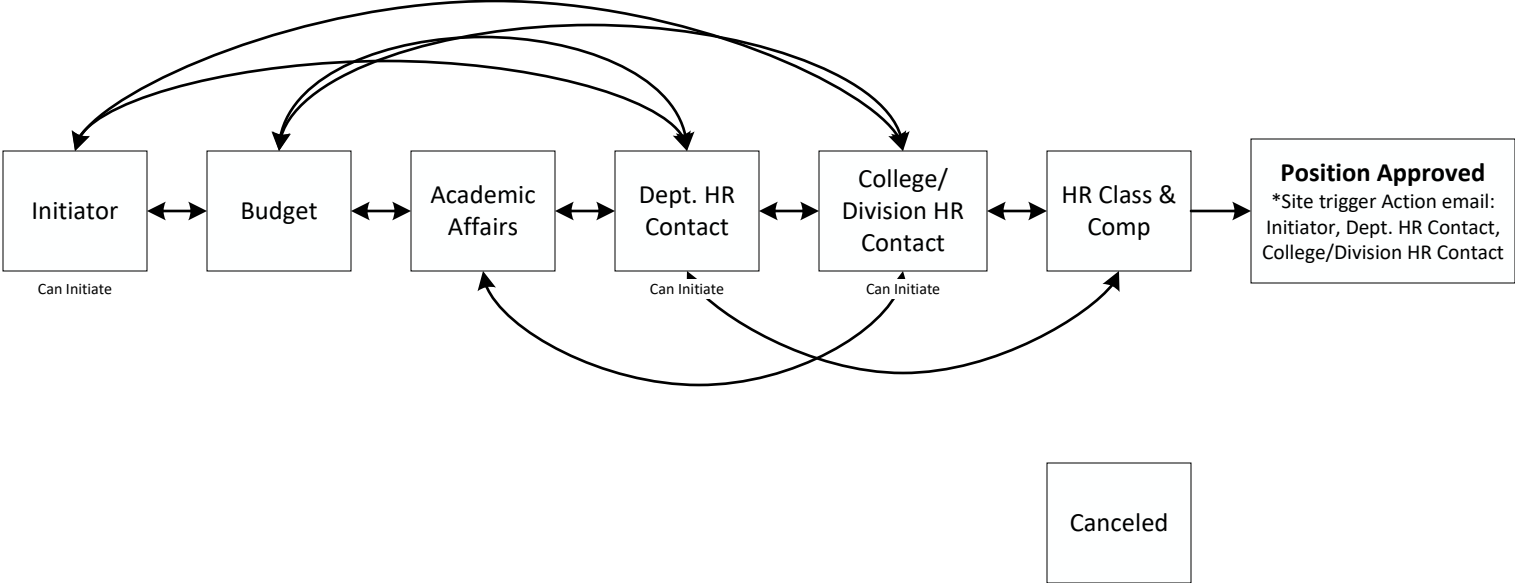
## Faculty Applicant Process and Hiring Proposal (FTE, Research Grant, and Time Limited Positions)



### Hiring Proposal Workflow

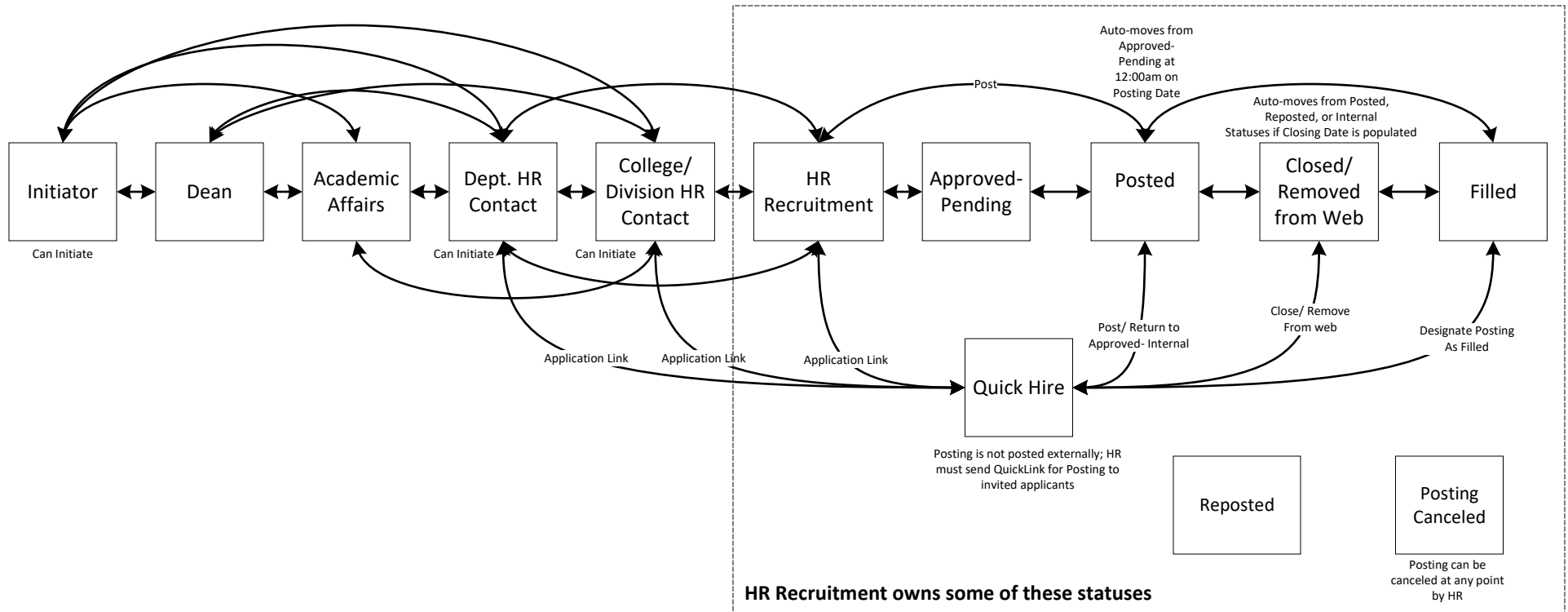


**Adjunct Faculty/ Temporary Staff – Position Description  
(Primarily only Exempt Temporaries)**

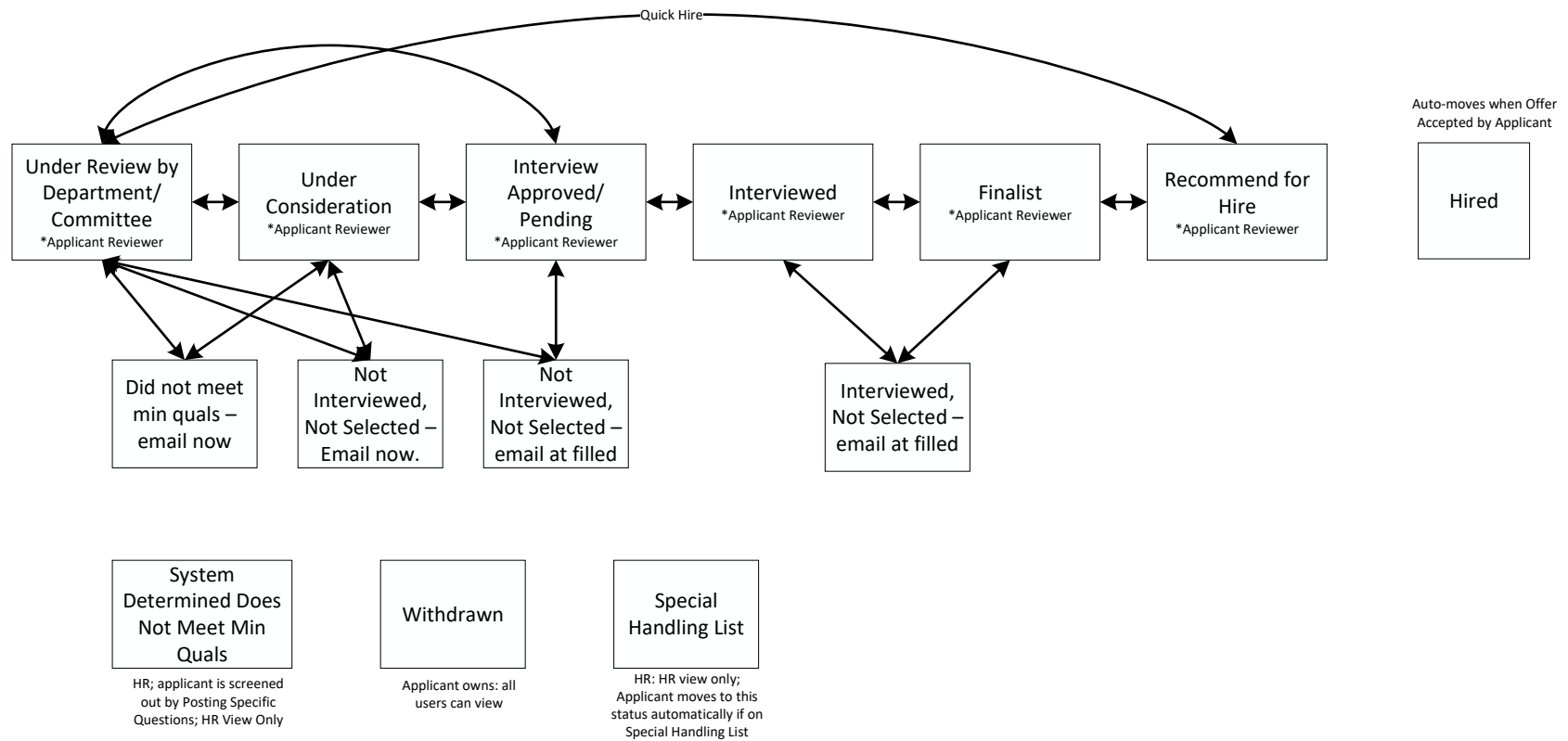




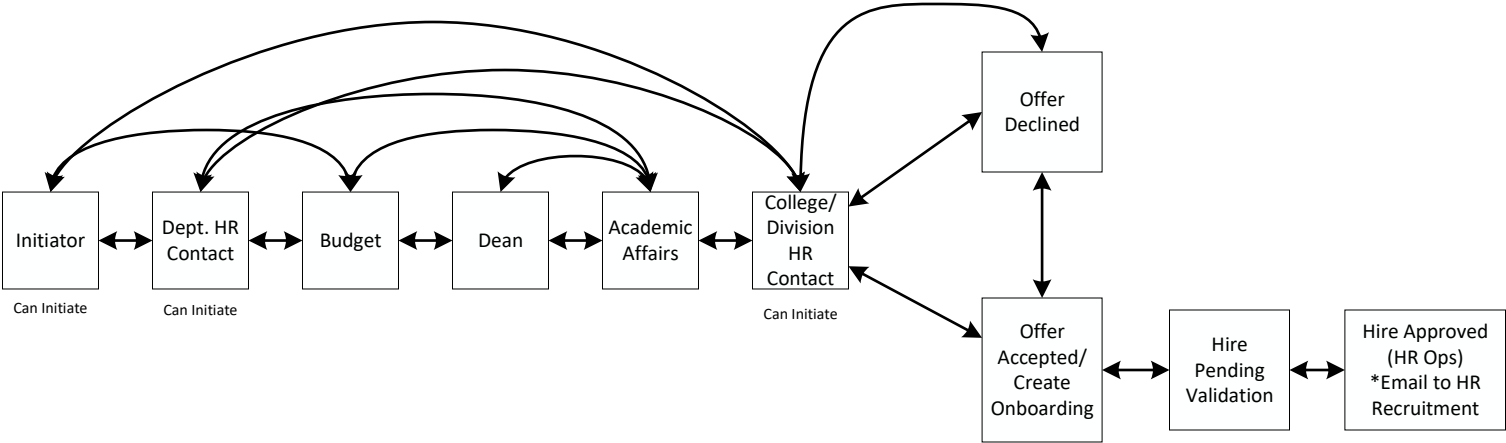
# Adjunct Faculty and Temporary Postings



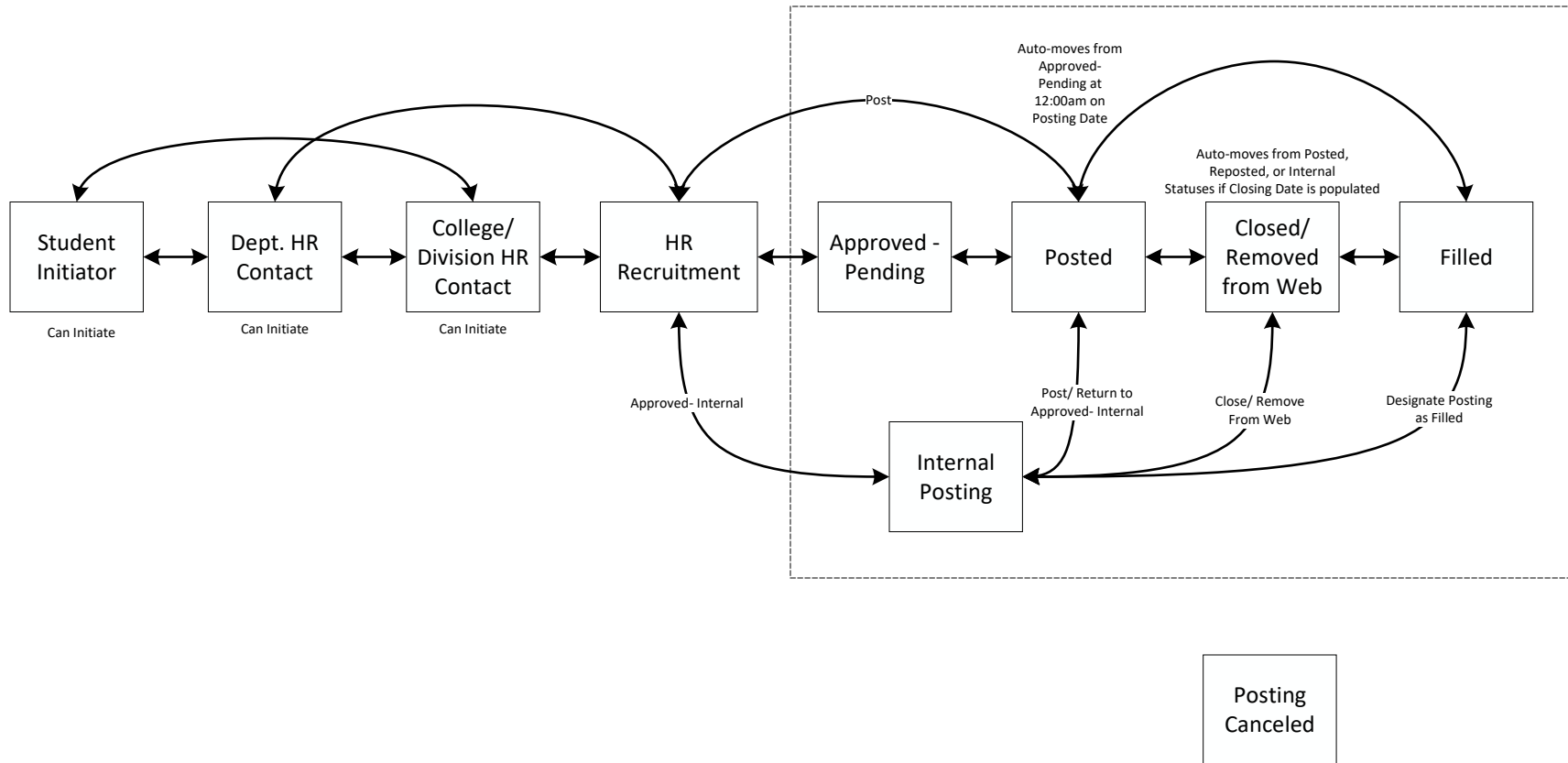
# Adjunct Faculty/ Temporary Staff – Applicant Review



# Adjunct Faculty/Temporary Staff – Hiring Proposal

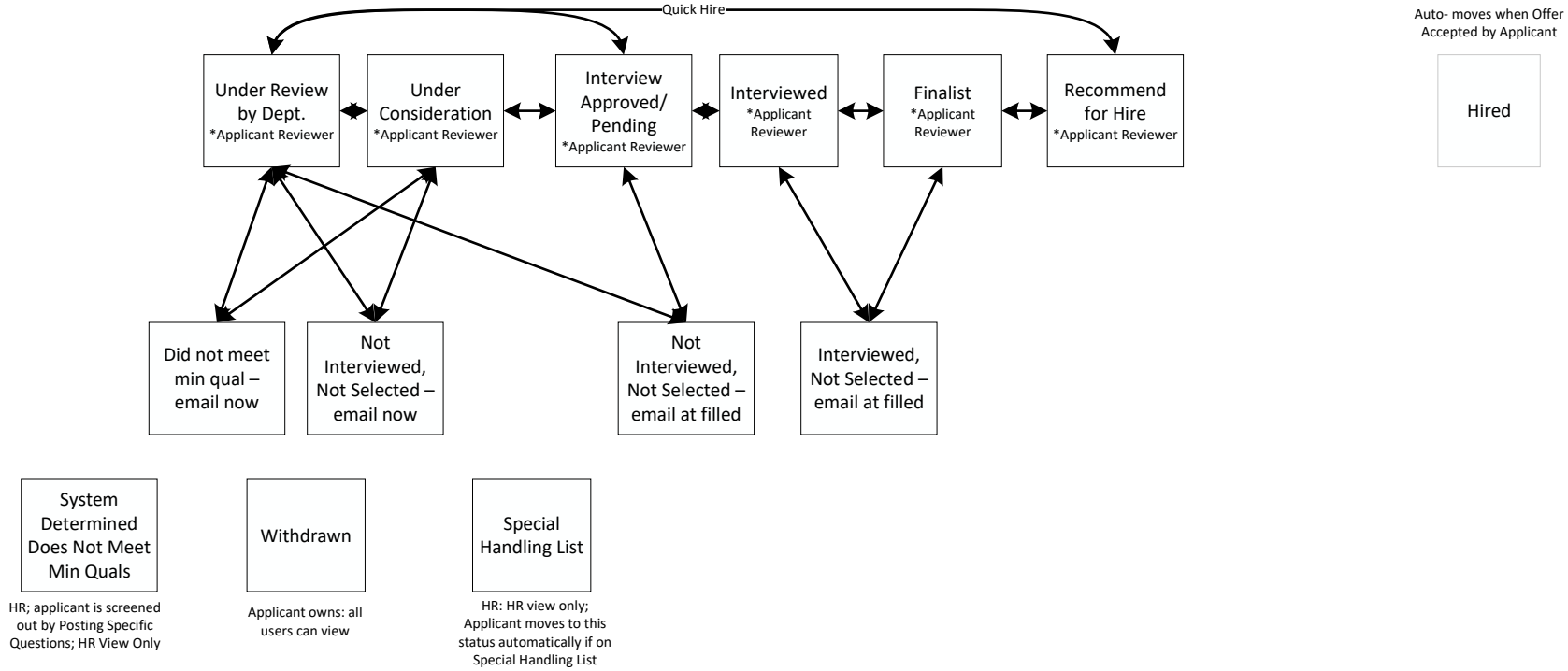


# Student Posting

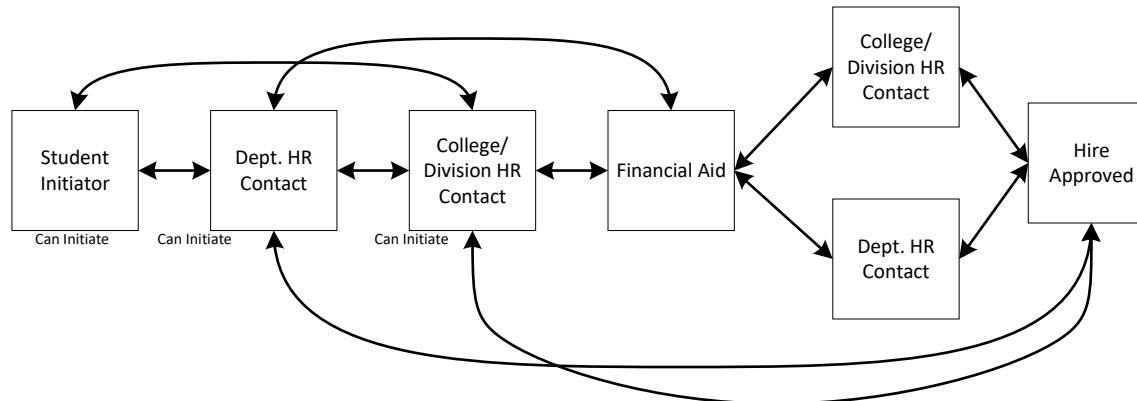


# Student Applicant Process and Hiring Proposal

## Applicant Workflow



## Hiring Proposal Workflow



## USC User Types

**Academic Affairs:** College/Division Scope (Faculty only)

**Budget:** College/Division Scope **Chancellor:** College/Division Scope (View only)

**College/Division HR Contact:** College/Division Scope

**Academic Affairs Coordinator:** Department Scope (View only)

**Dept. Head:** Department Scope (View only)

**Dean:** Department Scope

**Dept. HR Contact:** Department Scope

**Dept. HR Contact View Only:** Department Scope (View only)

**Applicant Reviewer:** Personal Scope

**Initiator:** Personal Scope

**Search Committee:** Personal Scope

**Student Initiator:** Personal Scope

**ATS View Only:** Organizational Scope (Only Division of HR + Designees)

**Hiring Proposal View Only:** Organizational Scope

**HR Administrator (SSCA):** System Administrator

**HR Class & Comp:** Organizational Scope

**HR Operations:** Organizational Scope

**HR Recruitment:** Organizational Scope

**Recruitment Partner:** Organizational Scop