**University of South Carolina
Division of Human Resources, Office of Talent Acquisition
Frequently Asked Questions in PeopleAdmin**

Logging In:

If I am a current employee of the University in a non-student employment category, how I do I log in to apply for positions?

To log in as a current employee, please click the current employees log in link on the applicant portal to view and apply to open positions. This link will allow you to log in using your SSO credentials.

Current employees select this link to log in

Creating An Account:

How do I create a new account?

You will need to click on "Create Account." Click on the green "Create Account" button. Provide the requested information and click on "Create Account" at the bottom of the screen. Once this is completed, you will be logged into the system.

Application Status:

How do I check the status of my application?

You will need to log into your account and click on "Your Applications." You will see a list of the applications you have submitted and the status of each of them.

When I login to check the status of my application, it says "In Progress." What does that mean? Is there something I need to do?

If the status of your application is "In Progress," there is nothing further for you to do. Your application has been received by the hiring department for review. The decision timeline is at the discretion of the hiring department; the Office of Talent Acquisition is not privy to that information. The status will remain "In Progress" until the hiring department has reached a decision at which time the status will change to "Position Filled."

How long does it take for Human Resources to review my application and send it to the hiring department?

The Office of Talent Acquisition does not review applications. If you meet the minimum qualifications, your application is automatically sent to the hiring department. Your status will be "In Progress."

How long does it take the hiring department to notify the applicant?

The length of the recruitment and screening process may vary from position to position. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted by phone or email from the hiring department.

The posting does not list a close date. When will the posting close?

Close dates are indicated on the posting as applicable. Positions are advertised for a minimum of five (5) business days on our job website. After five (5) business days, positions can be closed at the discretion of the department.

The posting states a desired start date for the position. The start date has passed, and the posting is still open. Why have I not heard from the department?

The desired start date is when the department would like the new hire to start. The hiring process could take longer than the department anticipated. Once a decision has been made, you will be contacted.

Editing an Application:

How do I make edits to my application once it has been submitted?

You will not be able to make any edits to your application once it has been submitted. Please review your application before it is submitted to ensure all information is accurate. Please do not withdraw your application or create another account to make edits.

How do I upload a document once I have submitted an application?

If your application has already been submitted, you will not be able to add or delete documents from your application. Please review your application before it is submitted to ensure all information is accurate. Please do not withdraw your application or create another account to make edits.

Why will the system not allow me to apply to a position that I have already applied to?

The system will only allow you to apply to a position one time. Once you have started, submitted, or withdrawn an application, you will not be able to apply again. Please do not create another account.

Why is there a Withdraw link?

If you have decided that you no longer want to be considered for the position, once you have submitted your application, you are able to withdraw the application. You will click the "Withdraw" link. Once you have applied and withdrawn your application, you will not be allowed to reapply for the position. Please do not withdraw to edit your application.

I have completed an application. Will I need to create a new application each time I apply for a position?

Once you have completed the application, it will be in the system. When you apply for another position, the application will prepopulate, and you will be able to add, edit or leave the information the same. You will need to certify and submit the application for each new position you apply for.