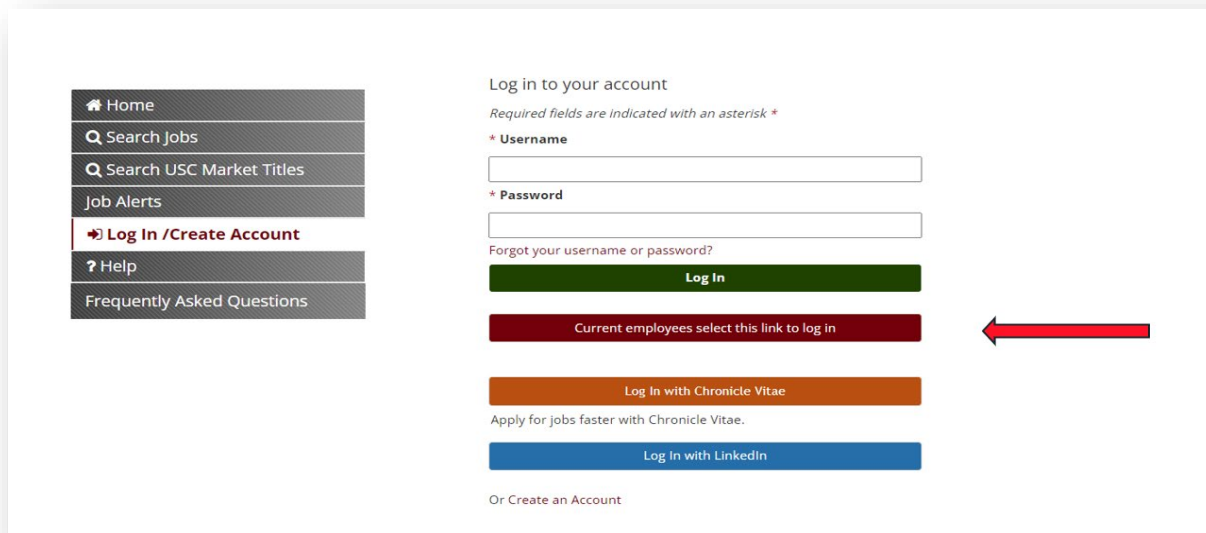# Human Resources
UNIVERSITY OF SOUTH CAROLINA
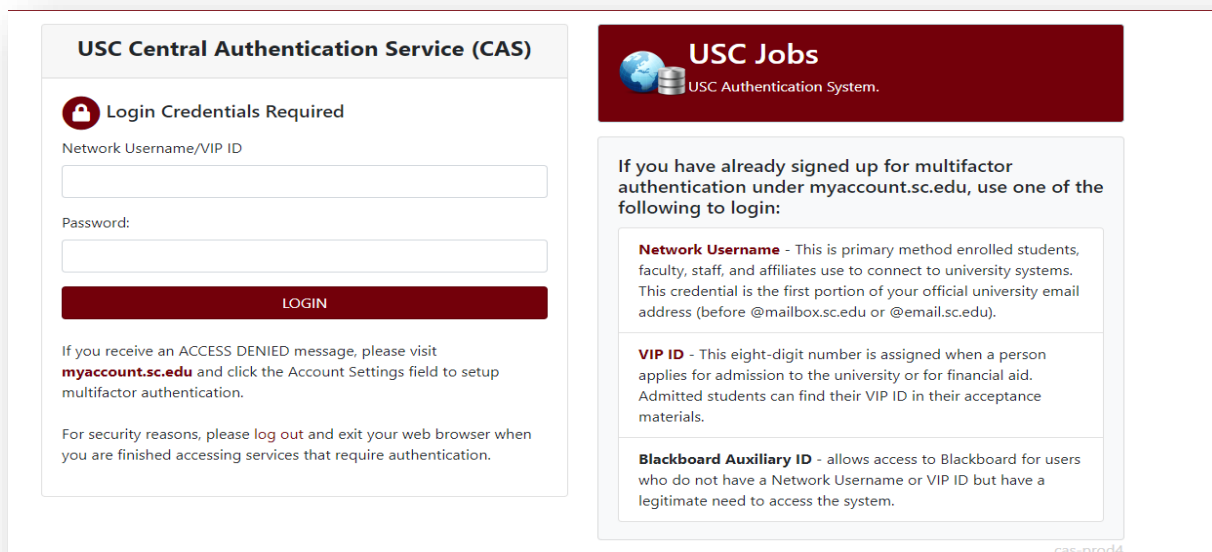
Internal Job Board – Current Employee Guide

To access the internal job board and find opportunities exclusively for current University employees, follow the steps below.

**To be considered for internal only opportunities, you must be a current employee in a Full Time Equivalent, Research Grant, or Time Limited Position.
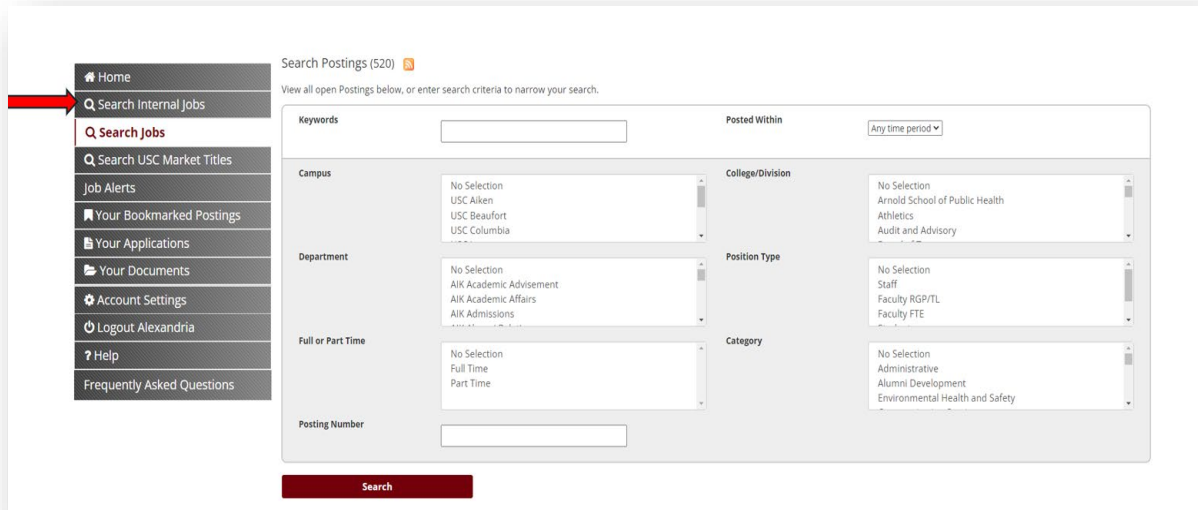
1. Go to the USCJobs website to log in to the applicant portal.

2. Select the ***Log In/Create Account*** tab and then select the ***Current Employees select this link to log in*** tab.

3. Log in using your USC credentials.

4. Once logged in, click the *Search Internal Jobs* tab.

5. Click the title of the position or conduct a keyword search to **Start your internal career search!**