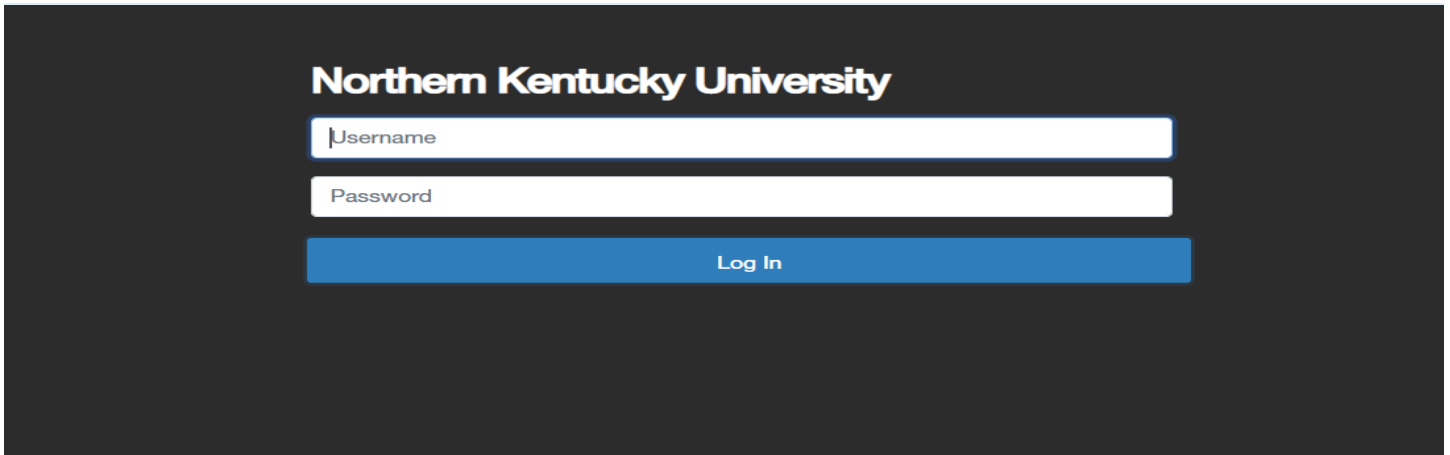


How to use People Admin Creating Faculty Postings

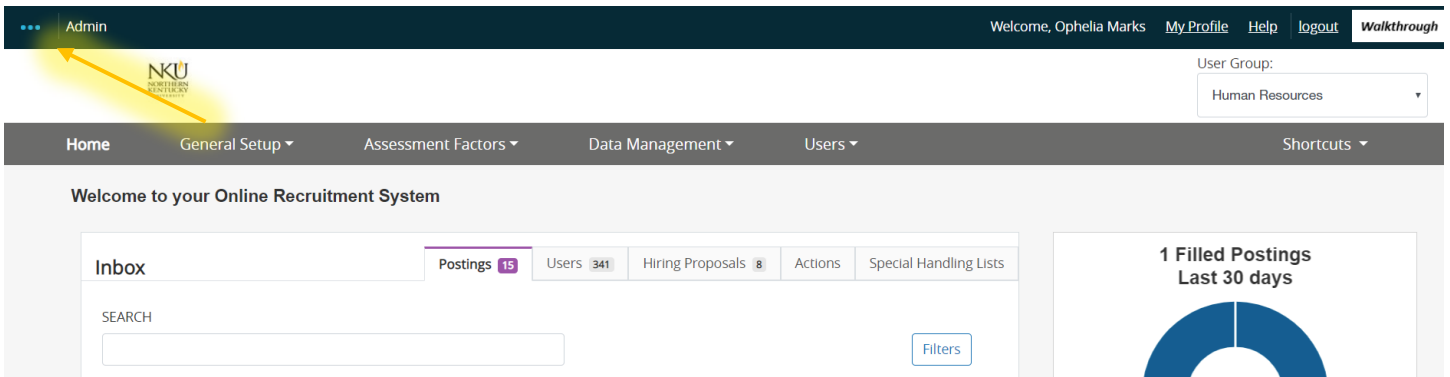
<u>Index</u>	<u>Page</u>
How to Create Faculty Postings	2 – 23
How to View Applicants	24
How to Select Applicants for interview	24 – 25
How to Recommend a Candidate for Hire	26
How to Complete Hiring Proposals	27 - 31
Next Steps of Approval Process	31

Log in address: <https://jobs.nku.edu/hr> (be sure the “hr” is on the end or else you will be on the applicant side)

Use your NKU username and password.

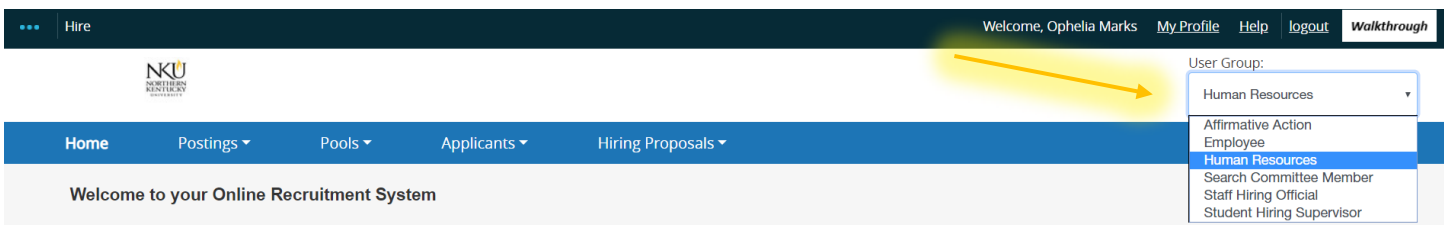


Once logged in, your screen may look like the one below. If the top portion is gray, click on the 3 dots in upper left corner of screen and select “Hire”. If the top portion of the screen is blue, go next step.

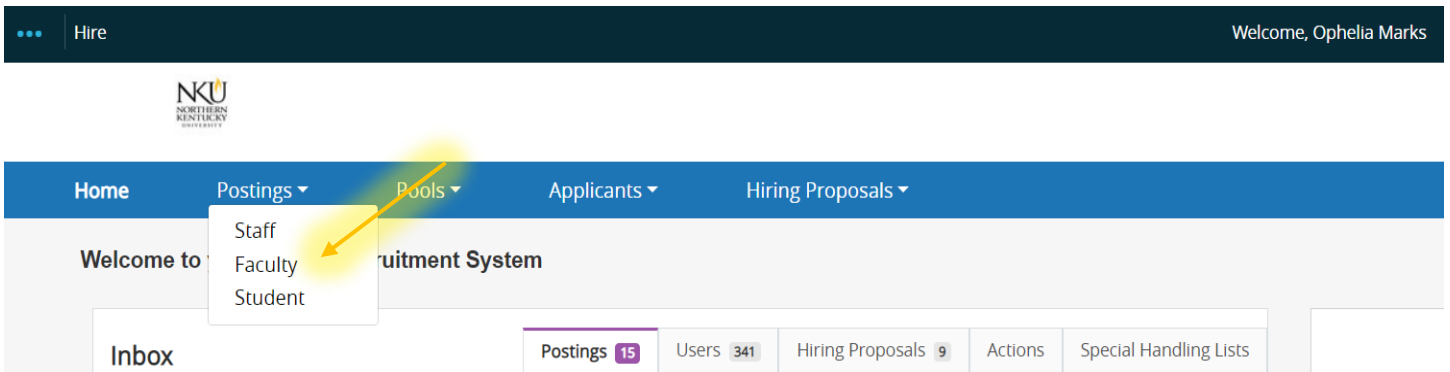


Role Setting

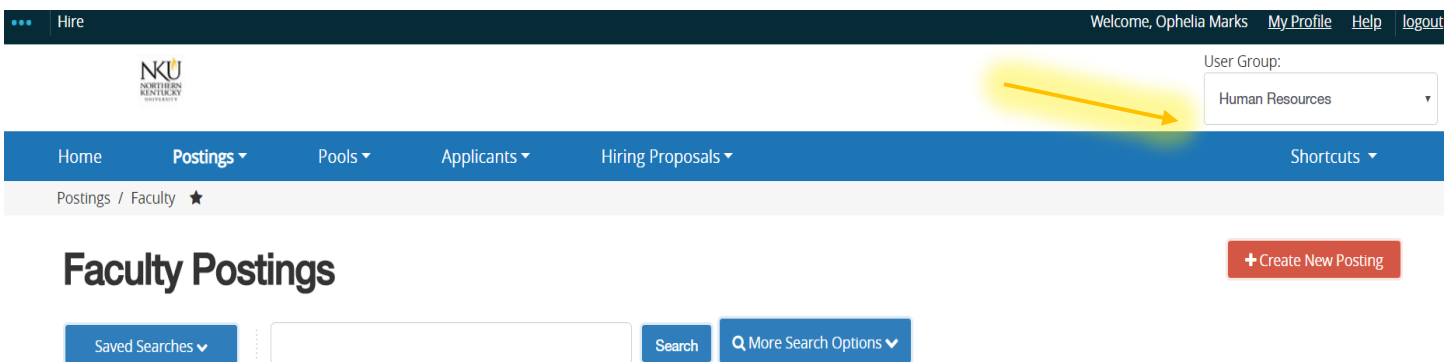
Be sure you are in the proper “role” to view/create postings. Make sure the status box displays the correct role by using the dropdown arrow of the status box (upper right) to select the correct role (Search Committee Member, Faculty Hiring Manager, Staff Hiring Manager, Student Hiring Manager, etc.).



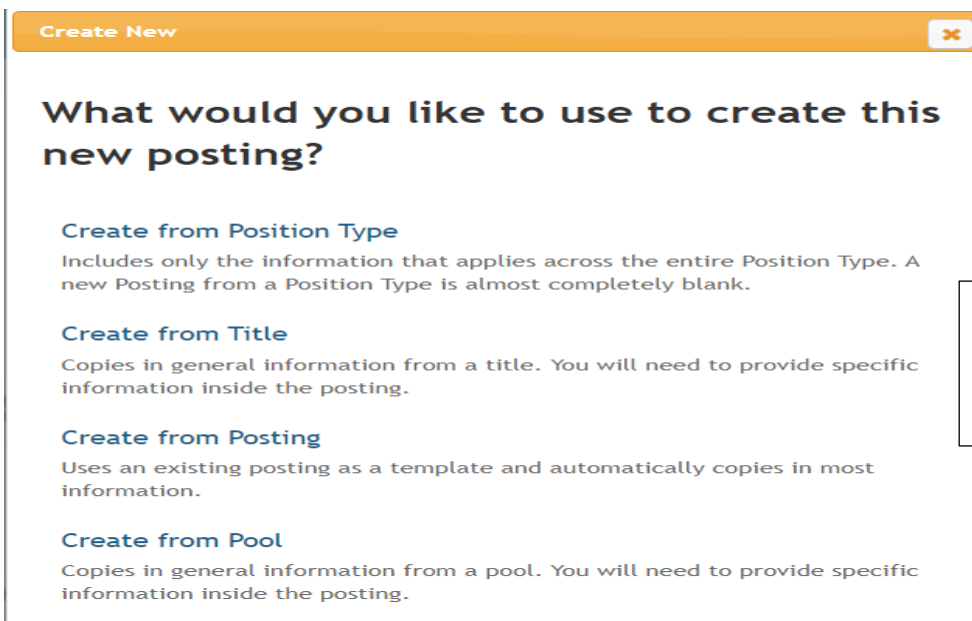
TO CREATE A POSTING: Click on the postings tab and select “Faculty”.



Click the orange “+ Create New Posting” button on the far right of screen.



You will have several options to create the posting. If you are creating a brand new posting, select “Create from Position Type”. If you know the posting number of a previous posting you wish to copy, select “Create from Posting”. Creating from a prior posting will contain most of the information from the prior posting which you can edit.



The easiest type to use for new postings is the “Create from Position Type”

The following is instructions for a brand new posting.

Select "Create from Position Type".

Create New ✕

What would you like to use to create this new posting?

Create from Position Type

Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Title

Copies in general information from a title. You will need to provide specific information inside the posting.


Create from Posting

Uses an existing posting as a template and automatically copies in most information.

Create from Pool

Copies in general information from a pool. You will need to provide specific information inside the posting.

Fill in all information pertinent to the posting. Red asterisks are required information. Enter title of posting; select Vice Presidential area (Division) from drop-down, then College Org., then Department. (If title of your department not listed in the drop-down contact HR.)

 New Posting Create New Posting Cancel

** Required Information*

Working Title *

Organizational Unit

Vice President Area *

College Org. *

Department *

Applicant Workflow

Workflow State

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

Leave Applicant Workflow the same. This ensures applications go directly to the hiring department.

** Required Information*

Working Title *

Organizational Unit

Vice President Area *

College Org. *

Department *

REFERENCE SECTION: If you prefer the applicants to upload a list of references, **DO NOT USE THIS SECTION.** The upload references option comes later in the posting. This “reference” option is used when you want to send an email to the applicant’s list of references to submit a reference electronically.

References

Reference Notification

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

Hidden Applicant States – You can choose to obstruct the applicant’s view of the process until you have selected a candidate for hire. Suggested selections are:

Hidden Applicant States

Please select all applicable states where you would like to hide an Applicant's application from them.

- Draft
- Application Referred to Dept, Hiring Manager
- 1st Tier
- 2nd Tier
- Selected for Interview (AA)
- Approved for Interview
- Recommended for Hire
- Hired
- Not Selected – No System Email (use this option when you prefer to notify the applicant yourself)
- Not Selected – Send Email (this will automatically send an email to the applicant letting them know they were not selected)
- Interviewed - Not Selected (sends email)
- Candidate Declined Offer
- System Det Does Not Meet Minimum Qualifications
- Withdrawn

Be sure to check these boxes so that information is hidden from view during the selection process.

Create New Posting

Cancel

After selections, click “Create New Posting”.

POSTING DETAILS - The next few pages will look similar to the ones below. You must provide information in the red highlighted sections. (To add information in the boxes, click the box.) Non-highlighted boxes on the page are for information pertaining your posting. Please fill in as much information as possible.

- Editing Posting
- Posting Details
- ✔ Budget
- ✔ Posting Documents
- ✔ Supplemental Questions
- ✔ Equivalencies
- ✔ Applicant Documents
- ✔ Reference Letters
- ✔ Search Committee
- ✔ Ranking Criteria
- ✔ Guest User
- Summary

Posting Details

Save Next >>

[Check spelling](#)

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

* Required Information

Position Information

* Working Title

Compensation Title

Department

* Responsible Hiring Manager
This field is required.

Salary

* Building/Office Location
This field is required.

* Full Time or Part Time?
This field is required.

Position Number

EEO Category

Commitment to Inclusive Excellence
Northern Kentucky University (NKU) seeks excellence by enriching its educational environment and culture through the diversity of its administration, faculty a staff and by embracing inclusiveness, equity, and global awareness in all dimensions of its work. NKU is an Equal Opportunity/Equal Access/Affirmative Action institution. We encourage applications by members of diverse groups and by persons with a demonstrated commitment to issues of diversity and experience achieving goals relative to inclusive excellence.

Purpose of Position

Primary Responsibilities

Qualifications

Minimum Education

Preferred Education

Posting Detail Information

Requisition Number

* Is this an internal only posting?
This field is required.

If additional recruitment area(s) needed, please indicate which area(s).

Here you can access a list of standard recruitment areas: <http://hr.nku.edu/toolkit/employmt.html>

Continues on the next page

Job Open Date

Job Close Date

Open Until Filled

* Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

* Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

[Save](#) [Next >>](#)

BUDGET

Add your department budget information. Click "Add Budget Entry".

Home Postings ▾ Pools ▾ Applicants ▾ Hiring Proposals ▾ Shortcuts ▾

Postings / Faculty / Adjunct Faculty (Draft) / Edit: Budget

Editing Posting

- Posting Details
- Budget
- Posting Documents
- Supplemental Questions
- Equivalencies
- Applicant Documents
- Reference Letters

Budget [Save](#) [<< Prev](#) [Next >>](#)

* Required Information

Budget

Add Budget Entry

[Save](#) [<< Prev](#) [Next >>](#)

This will expand the form. Please fill in as much information as possible. Boxes with red asterisk are mandatory.

Editing Posting

- Posting Details
- Budget
- Posting Documents
- Supplemental Questions
- Equivalencies
- Applicant Documents
- Reference Letters
- Search Committee
- Ranking Criteria
- Guest User

Budget [Save](#) [<< Prev](#) [Next >>](#)

[Check spelling](#)

* Required Information

Budget

Funding Type *

If Other funding type, please specify

Cost Center Number *

Continues on next page

Summary	Grant Number	<input type="text"/>
		<i>If Grant funding type</i>
	GL#	<input type="text"/>
	Name of Project	<input type="text"/>
		<i>If Central Funding</i>
	If Central Funding, has Presidential Approval been uploaded?	<input type="text"/>
		<i>Upload Presidential Approval documents on the Posting Documents in the "Presidential Approval" document link.</i>
	Order	<input type="text"/>
Percentage	<input type="text"/> *	
<input type="checkbox"/> Remove Entry?		
Add Budget Entry		

[Save](#)
[<< Prev](#)
[Next >>](#)

POSTING DOCUMENTS

The posting documents section is optional unless you have a job description or any other document related to the justification of the posting you want to upload. To attach a document, click on the “actions” drop-down for the type of document to attach.

Home Postings Pools Applicants Hiring Proposals Shortcuts

Postings / Faculty / Adjunct Faculty (Draft) / Edit: Posting Documents

Editing Posting

- Posting Details
- Budget
- Posting Documents
- Supplemental Questions
- Equivalencies
- Applicant Documents
- Reference Letters
- Search Committee
- Ranking Criteria
- Guest User
- Summary

Posting Documents [Save](#) [<< Prev](#) [Next >>](#)

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security. PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
JAQ			Actions ▾
Classification Form			Actions ▾
Job Description			Actions ▾
Other			Actions ▾

[Save](#) [<< Prev](#) [Next >>](#)

SUPPLEMENTAL QUESTIONS

You can add as many documents as needed. There is a database of pre-loaded questions to choose from; or you can create your own. You will see this option after clicking on “add a question”. If you do not wish to add a question, click “next”. (Note – adding questions will help you sort through applications quicker and helps to develop a knowledge base.)

Supplemental Questions

Save << Prev Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Save << Prev Next >>

- 1) Add a question – click “add a question” button. A pop-up box will appear with pre-populated questions. You can either search for a question or create your own.
- 2) If you chose to use supplemental questions, simply continue to follow the prompts to either chose a pre-populated question or to create your own.

Available Supplemental Questions

Category: Keyword:

Add	Category	Question
<input type="checkbox"/>	Education	Do you have a bachelor's degree?
<input type="checkbox"/>	Education	What is the highest level of education attained?
<input type="checkbox"/>	Education	What is the highest level of education attained?
<input type="checkbox"/>	Education	What is your expected graduation date? (Give month and year.)
<input type="checkbox"/>	Education	Do you have a 2.5 GPA or higher?

3) Create your own question. If you chose to create your own question, click on the “Add a new one” link at the bottom of the list of current questions and follow the instructions.

Displaying 1 - 15 of 1175 in total

← Previous | Next →

Can't find the one you want? [Add a new one](#)

Submit

Cancel

Equivalencies– SKIP THIS SECTION.

Home Postings Pools Applicants Hiring Proposals | My Profile Help

Ophelia Marks, you have 0 messages. Human Resources log

Postings / Faculty / testing (Draft) / Edit: Equivalencies

Editing Posting

- ✔ Posting Details
- Budget
- ✔ Posting Documents
- ✔ Supplemental Questions
- ✔ Equivalencies**
- ✔ Applicant Documents
- ✔ Reference Letters
- ✔ Search Committee
- ✔ Ranking Criteria
- ✔ Guest User
- Summary

Equivalencies

Save << Prev Next >>

Add a Qualification Group

Included Qualification Groups

Position	Type	Qualification Group	Status
----------	------	---------------------	--------

Save << Prev Next >>

APPLICANT DOCUMENTS – You can choose from a pre-loaded list. If you need a specific document from applicants, contact the employment team and we can add it for you.

Postings / Faculty / testing (Draft) / Edit: Applicant Documents

Editing Posting	
<input checked="" type="checkbox"/>	Posting Details
	Budget
<input checked="" type="checkbox"/>	Posting Documents
<input checked="" type="checkbox"/>	Supplemental Questions
<input checked="" type="checkbox"/>	Equivalencies
<input checked="" type="checkbox"/>	Applicant Documents
<input checked="" type="checkbox"/>	Reference Letters
<input checked="" type="checkbox"/>	Search Committee
<input checked="" type="checkbox"/>	Ranking Criteria
<input checked="" type="checkbox"/>	Guest User
	Summary

Applicant Documents

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
<input type="text" value="1"/>	Other	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="text" value="2"/>	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="3"/>	Cover Letter/Letter of Application	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="4"/>	Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="5"/>	Letter of Recommendation 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="6"/>	Letter of Recommendation 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="7"/>	Letter of Recommendation 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="8"/>	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

REFERENCE LETTERS – Use this option if you selected the reference option at the beginning of the posting. To have applicants upload a list of references, select “references” from the applicant documents section.

Postings / Faculty / testing (Draft) / Edit: Reference Letters

Editing Posting

- ✔ Posting Details
- Budget
- ✔ Posting Documents
- ✔ Supplemental Questions
- ✔ Equivalencies
- ✔ Applicant Documents
- ✔ Reference Letters**
- ✔ Search Committee
- ✔ Ranking Criteria
- ✔ Guest User
- Summary

Reference Letters

Save << Prev Next >>

[ABC Check spelling](#)

Reference Letters

Accept References?

Minimum Number of References

Maximum Number of References

Last Date for Reference to Respond
If you select a cut-off date please indicate the date in the Special Instructions field below so that the reference provider will be aware of the deadline.

Special Instructions to Reference

SEARCH COMMITTEE MEMBERS – If you like to add others to view the posting, add their info in the “account information section below. (If no committee needed, click next). If you are going to use a committee, first, click on “add existing user” to see if the individual is already in the database. If not in the database, click “create new user account”.

Step 1:

Ophelia Marks, you have 0 messages. Human Resources ▼ [logout](#)

Postings / Faculty / testing (Draft) / Edit: Search Committee

Editing Posting

- ✔ Posting Details
- Budget
- ✔ Posting Documents
- ✔ Supplemental Questions
- ✔ Equivalencies
- ✔ Applicant Documents
- ✔ Reference Letters
- ✔ Search Committee**
- ✔ Ranking Criteria
- ✔ Guest User
- Summary

Search Committee Save << Prev Next >>

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Add Existing User Create New User Account

Save << Prev Next >>

Step 2:

Enter the person’s last name in the search box and **uncheck the “display” box.** Click the search button.

Add Existing User ✕

Search:

Department:

Search

Display search committee user group members only

If the person is in the database, their name will be listed. Click the “add member” button to add them to your committee member list.

Add Existing User
✕

Search: Search

Department:

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Marks	Ophelia	MARKS@NKU.EDU	Northern Kentucky University	<input type="checkbox"/>	Add Member

Displaying 1 User

Create New User Account
Close

Ophelia marks, you have 0 messages.
Human Resources
logout

Postings / Faculty / testing (Draft) / Edit: Search Committee

Editing Posting

- Posting Details
- Budget
- Posting Documents
- Supplemental Questions
- Equivalencies
- Applicant Documents
- Reference Letters
- Search Committee
- Ranking Criteria
- Guest User
- Summary

Save
<< Prev
Next >>

Search Committee

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Ophelia Marks	MARKS@NKU.EDU	<input type="checkbox"/>	approved	Actions ▾

Add Existing User
Create New User Account

Save
<< Prev
Next >>

RANKING CRITERIA – SKIP THIS PAGE – CLICK NEXT

Home Postings Pools Applicants Hiring Proposals | My Profile Help

Ophelia Marks, you have 0 messages. Human Resources logout

Postings / Faculty / testing (Draft) / Edit: Ranking Criteria

Editing Posting

- Posting Details
- Budget
- Posting Documents
- Supplemental Questions
- Equivalencies
- Applicant Documents
- Reference Letters
- Search Committee
- Ranking Criteria**
- Guest User
- Summary

Ranking Criteria

Save << Prev Next >>

Add a Criterion

Included Evaluative Criteria

Category	Description	Weight	Workflow State	Status
----------	-------------	--------	----------------	--------

Save << Prev Next >>

GUEST USER – This option is used for individuals not employed at NKU or if students will be serving on the committee. If no guest user is needed, click next. If you plan to use this feature, continue to the next page.

Home Postings Pools Applicants Hiring Proposals | My Profile Help

Ophelia Marks, you have 0 messages. Human Resources logout

Postings / Faculty / testing (Draft) / Edit: Guest User

Editing Posting

- Posting Details
- Budget
- Posting Documents
- Supplemental Questions
- Equivalencies
- Applicant Documents
- Reference Letters
- Search Committee
- Ranking Criteria
- Guest User**
- Summary

Guest User

Save << Prev Next >>

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. **Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User Password.** You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Want to give guests access to view this posting?

Create Guest User Account

Save << Prev Next >>

GUEST USER – Click “create guest user account”. The system generates a default password. You can change the password then click “update password”. Next, enter the recipient emails one line at a time then click “update guest user recipient list”. Click next.

Postings / Faculty / testing (Draft) / Edit: Guest User

Editing Posting

- ✔ Posting Details
- Budget
- ✔ Posting Documents
- ✔ Supplemental Questions
- ✔ Equivalencies
- ✔ Applicant Documents
- ✔ Reference Letters
- ✔ Search Committee
- ✔ Ranking Criteria
- ✔ Guest User**
- Summary

Guest User

[Save](#) [<< Prev](#) [Next >>](#)

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. **Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User Password.** You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients.** Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Guest User Credentials

Guest users may view this posting by using these credentials.

Username

Password
 [Update Password](#)

Email Addresses of Guest User Recipients

(enter email recipients here)
(One person per line)
marks@nku.edu
Franzenla@nku.edu

[SUPPORT](#) [NEW FEATURES ⁰](#)

IF YOU DO NOT FOLLOW THE STEPS ABOVE, IT WILL NOT SAVE YOUR INFORMATION.

FINAL STEP – Please look over the posting carefully. To make changes, click the “Edit” button located in the section you would like to correct. If no corrections are needed, hover over the “Take Action on Posting” drop-down button and move the posting on to the next approval level.

Home Postings Pools Applicants Hiring Proposals | My Profile Help

Ophelia Marks, you have 0 messages. Human Resources logout

Postings / Faculty / testing (Draft) / Summary Search Results: [Previo](#)

Posting: testing (Faculty) [Edit](#) [Delete](#)

Current Status: Draft

Position Type: **Faculty** Created by: **Ophelia Marks**

Department: **Human Resources** Owner: **Ophelia Marks**

[Take Action On Posting](#) ▼

- [Activate Guest User](#)
- [See how Posting looks to Applicant](#)
- [Print Preview \(Applicant View\)](#)
- [Print Preview](#)

[Summary](#) | [History](#) | [Settings](#) | [Hiring Proposals](#)

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

[Posting Details](#) [Edit](#)

Position Information


Working Title	testing
---------------	---------

If you have any questions or need assistance, please contact Ophelia (6385 or marks@nku.edu) or Lauren (7523 or franzlenla@nku.edu).

HOW TO VIEW APPLICANTS NEXT PAGE.....

HOW TO VIEW APPLICANTS – Open the posting. Click on the “applicants” tab. Click on the applicant’s last name to open the application.

Postings / Faculty / Part-time Faculty - Engineering Technology (Closed) / Summary Search Results:



Take Action On Posting ▼

- ★ See how Posting looks to Applicant
- 🖨 Print Preview (Applicant View)
- 🖨 Print Preview

Posting: Part-time Faculty - Engineering Technology (Faculty) [Edit](#)

Current Status: Closed

Position Type: Faculty

Department: Physics, Geology, & Engineering Technology

Created by: Ophelia Marks

Owner: Faculty Hiring Manager

Summary | [History](#) | [Settings](#) | [Applicants](#) | [Reports](#) | [Hiring Proposals](#)

Please review the details of the posting carefully before continuing.

HOW TO SELECT APPLICANTS FOR INTERVIEW

1) Click on “Actions” drop-down link to the right of applicants name and select “view application”.

<input type="checkbox"/>	test-hr	Not a real applicant	09/19/2013	June 07, 2017 at 02:44 PM	Yes	Application Referred to Dept, Hiring Manager	Actions ▼
--------------------------	-------------------------	----------------------	------------	---------------------------	-----	--	---------------------------

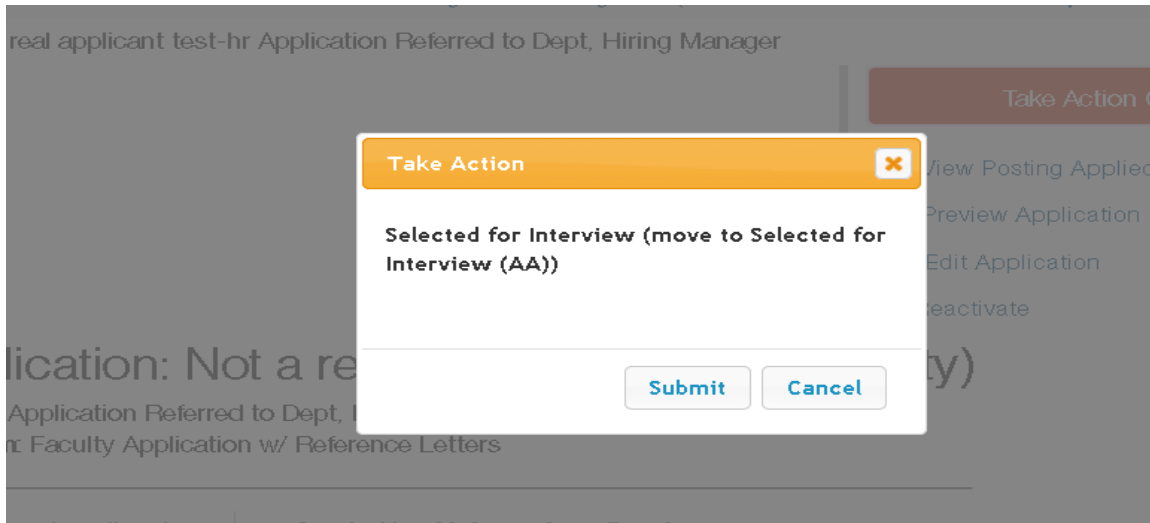
2) Hover over the red “Take Action on Job Application” button and select “select for interview”.

[v](#) / Not a real applicant test-hr Application Referred to Dept, Hiring Manager Search Results: [Previous](#)

Take Action On Job Application ▼

- ★ View Posting Applied To
- ★ Preview Application
- ✎ Edit Application
- 🖨 Print Preview

- 3) Click "Submit". Repeat 2 and 3 for each person you plan to interview. This action sends notification to Affirmative Action for approval. Affirmative Action sends a confirmation email with selection approval.



RECOMMENDING FOR HIRE – Once interviews are complete and you are ready to select a candidate for hire:

- 1) **Open the application of the person you wish to hire. Click on the red “Actions” dropdown to the right of their name and select “view application”.**

test-hr	Not a real applicant	09/19/2013	June 07, 2017 at 02:44 PM	Yes	Approved for Interview	Actions ▾
---------	----------------------	------------	---------------------------	-----	------------------------	-----------

- 2) **Hover over the “Take Action on Job Application” button and select “recommend for hire”.**

licant Review / Not a real applicant test-hr Approved for Interview

Search Results: Pr

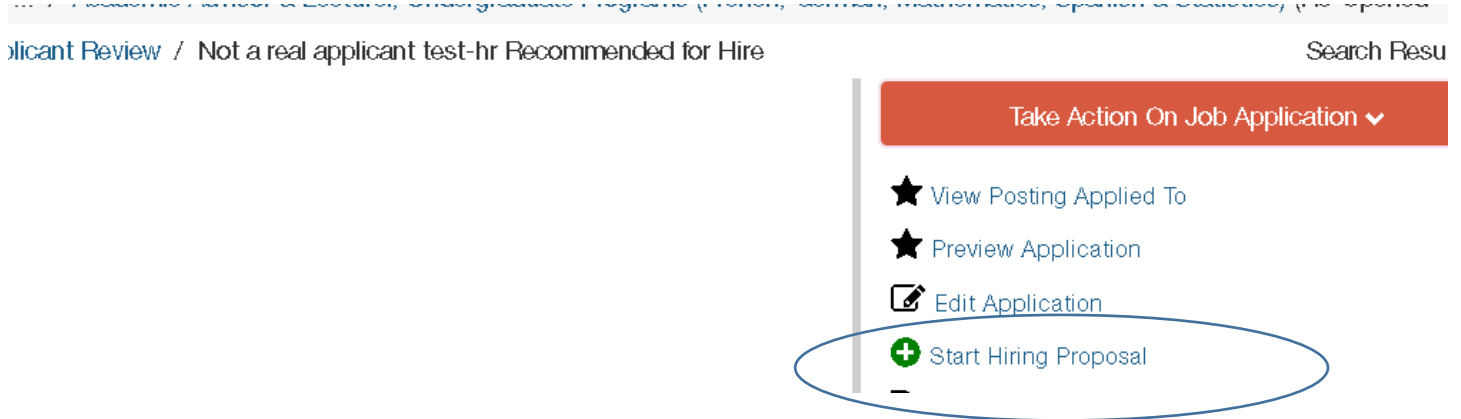
A screenshot of a dropdown menu titled "Take Action On Job Application". The menu is open, showing several options: "View Posting Applied To", "Preview Application", "Edit Application", and "Reactivate". Each option is preceded by a star icon, except for "Reactivate" which has a document icon.

- 3) **Click submit.**

A screenshot of a dialog box titled "Take Action". The dialog box is centered on the screen and contains the text "Recommend for Hire (move to Recommended for Hire)". At the bottom of the dialog box, there are two buttons: "Submit" and "Cancel". The background of the page is dimmed, showing the same dropdown menu as in the previous screenshot.

HIRING PROPOSAL

- 4) Click on the green “+Start Hiring Proposal” link listed under the take action on job button (DO NOT HOVER OVER THE TAKE ACTION BUTTON)



- 5) Click the blue “Start Hiring Proposal” button and fill out the form.

Starting Hiring Proposal

Applicant: Not a real applicant test-hr

Posting: Academic Advisor & Lecturer, Ur
German, Mathematics, Spanish & Statistic

Warning: This Applicant already has a Hiring Proposal in process.

[Start Hiring Proposal](#) or [Cancel](#)

6) Once you complete the form, click the red “next” at the bottom of the screen.

✔ Hiring Proposal

Posting Information

Position Title	
Responsible Hiring Manager	
Position Number	TBA
Full-Time or Part-Time?	
Building/Office Location	HC - A. D. Albright Health Center
Recruitment Areas (Additional recruitment area(s) needed, please indicate which area(s))	The Chronicle of Higher Education

Budget

Funding Type	Base Budgeted
If Other funding type, please specify	
Cost Center Number	237020001
Grant Number	
GL#	503005
Name of Project	
If Central Funding, has been Presidential Approval been uploaded	No
Order	
Percentage	100

Continued on next page

Candidate Information

Candidate First Name	[REDACTED]
Candidate Middle Name	
Candidate Last Name	
Please select the highest level of education you have obtained	Doctoral Degree

Hiring Details

Hiring Proposal Number	
Discipline	Exercise Science
Major Division	
Tenure Awarded	
Type of Appointment	AY
Title/Faculty Rank	Assistant Professor
Contract Start Date	08/11/2014
Contract End Date	05/15/2015
Tenure Track	Probationary
Non-Tenure Track	
Other Track	
Pay Dates	AY - 10/10

<p>Narrative of the search process and justification for hire</p>	<ul style="list-style-type: none"> ◆ Good communication skills ◆ Outgoing <p>Challenges</p> <ul style="list-style-type: none"> ◆ Was a strong candidate but withdrew his candidacy <p>[REDACTED]</p> <p>Strengths</p> <ul style="list-style-type: none"> ◆ Acceptable research background ◆ Good communication skills <p>Challenges</p> <ul style="list-style-type: none"> ◆ Could not connect his research with real life application ◆ Has personality that will be difficult to work with.
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Proposed Salary

cupa

 Search Committee

Search Committee

Number of Members - White, Non Hispanic	5
Number of Members - Asian/Pacific Islander	
Number of Members - Male	5
Number of Members - Hispanic	
Number of Members - Black, Non Hispanic	2
Number of Members - Female	2
Number of Members - American Indian/Alaskan Native	

 Hiring Proposal Documents

No documents have been attached.

Once you complete the hiring proposal, continue to click “next” until you have completed the entire proposal.



Save

Next >>

- 7) Once the proposal is completed. You will see a red “Take Action on Hiring Proposal” dropdown button in the upper right corner of the page. Click on it and send to the next level for approval.

Home Postings Pools Applicants Hiring Proposals My Profile Help

Ophelia Marks, you have 0 messages. Human Resources logou

Postings / ... / Part-time Faculty - Engineering Technology (Closed) / Applicant Review / [Redacted]

Manager Search Results: Previous | N

Job application: [Redacted]

Current Status: Application Ref [Redacted]

Application form: Faculty Application w/ Reference Letters

Take Action On Job Application ▾

- ★ View Posting Applied To
- ★ Preview Application
- ✎ Edit Application
- 📄 Reactivate

Owner: Faculty Hiring Manager

NEXT STEPS IN HIRING PROPOSAL APPROVAL PROCESS

- 1) Once you have completed the hiring proposal and it gets sent to the levels of approval, the VP of your area will send it to HR (if there are no issues with the requested hire).
- 2) HR will send a system generated email to you stating you may extend an offer pending a clear background check.
- 3) Once the candidate accepts, you will change their status to “accepted offer pending background check”.
- 4) A notification will be sent to HR to generate the background check to the candidate.
- 5) Once the background check clears, you will again receive a system generated email stating you can start the paperwork to hire the candidate.

If you have any questions regarding the process, please call Human Resources at 5200.