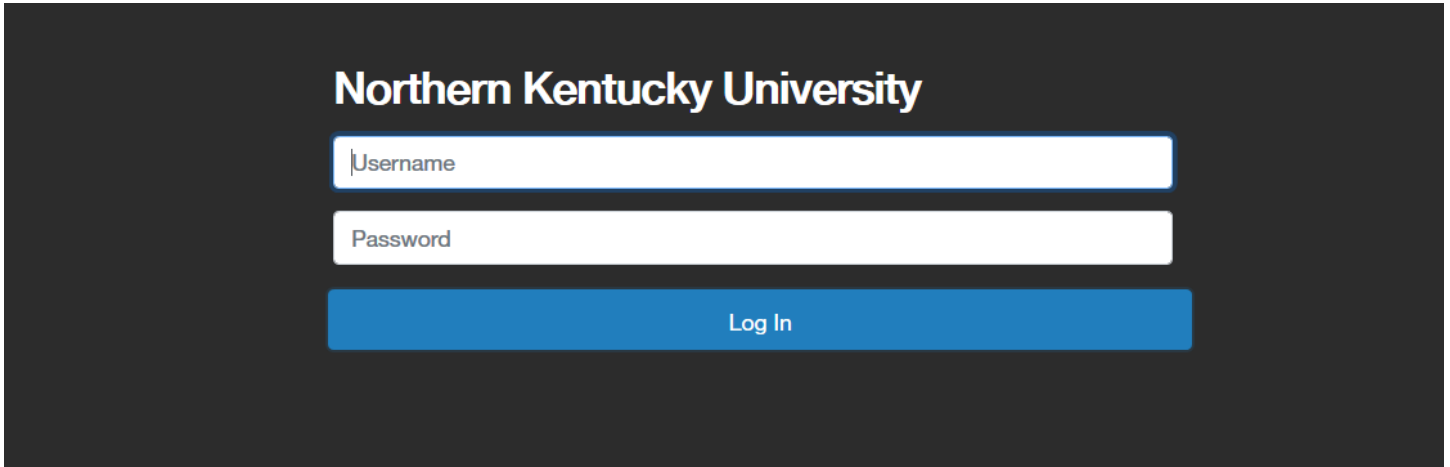


How to use People Admin Staff Positions

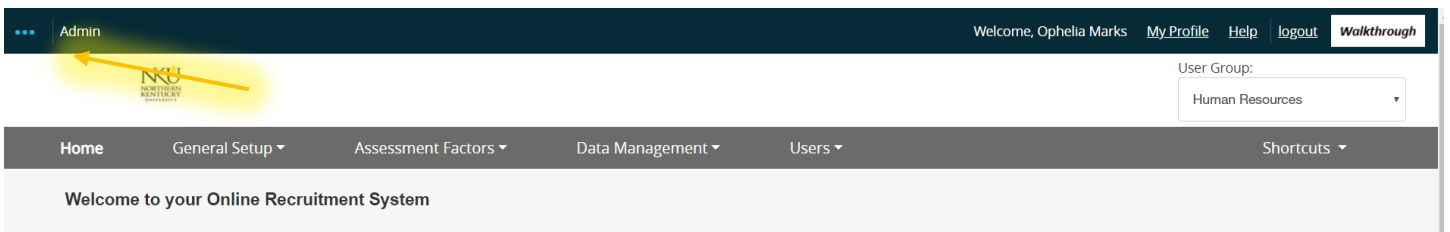
<u>INDEX</u>	<u>PAGE</u>
How to login	2
Role Setting	2
How to Create Staff Postings	
• Creating a brand new posting	3 - 6
• Creating from a prior posting	7 - 9
• Budget Information	10
• Vacancy Management Information	11
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• Next Steps	22
How to Select Applicants for interview	23 – 24
How to Recommend a Candidate for Hire	25
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Next Steps of Approval Process	27

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.

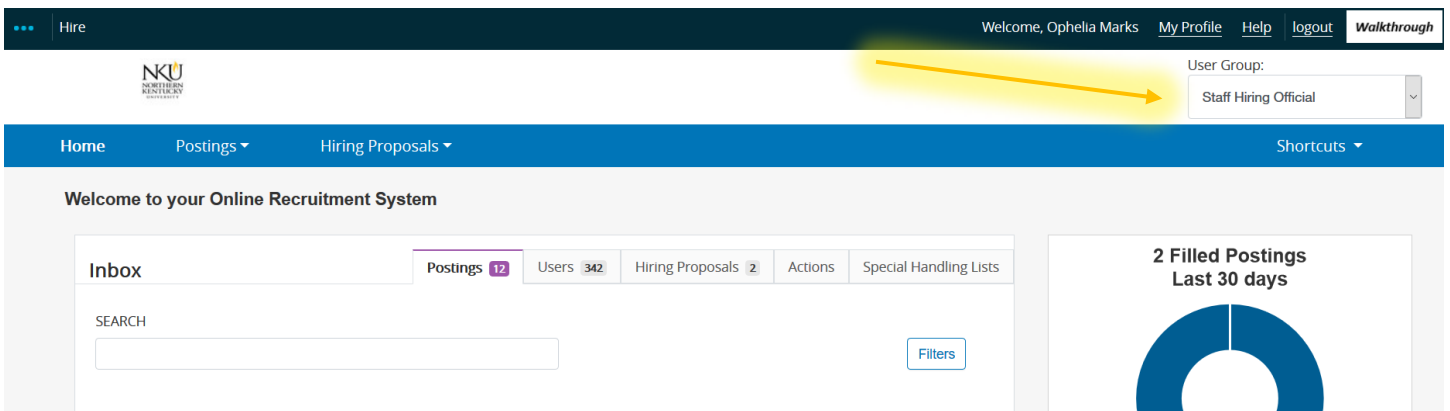


Once logged in, your screen may look like the one below. If the “Home” stripe is gray, click on the 3 dots in the upper left corner and select “Hire” and the stripe will turn blue. If the “Home” stripe is blue, go next step.



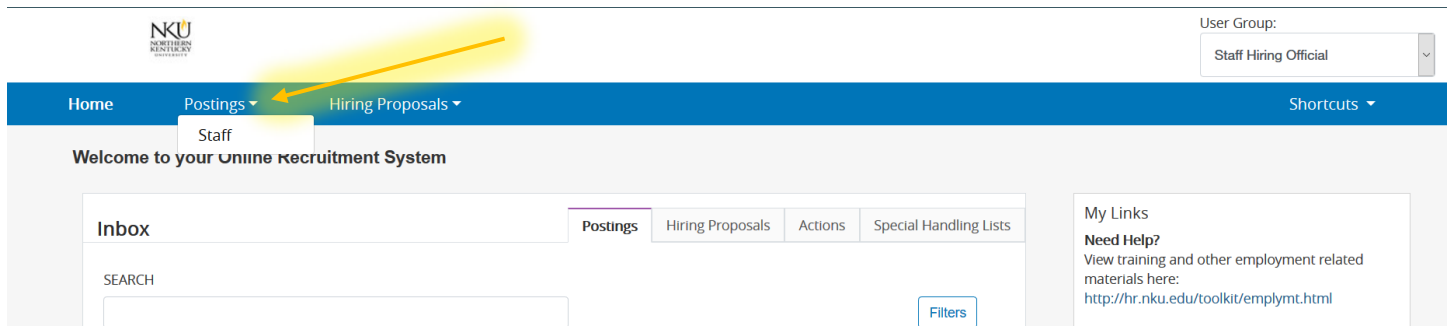
Role Setting

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

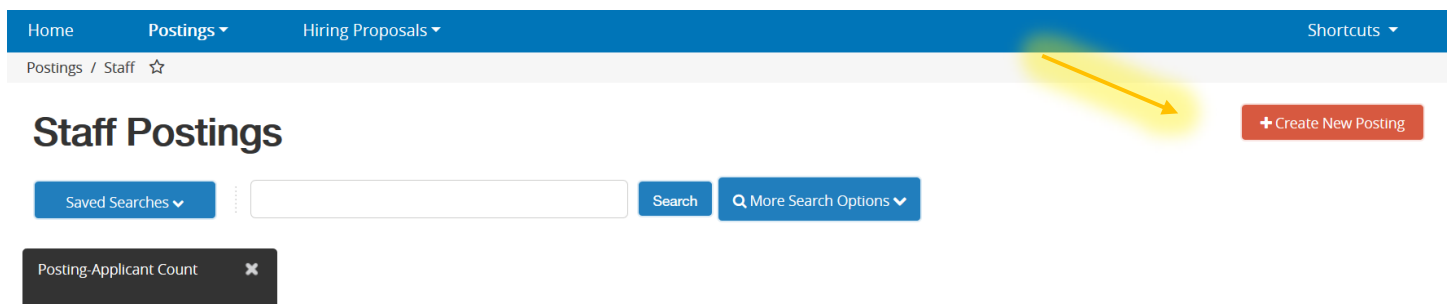


How to Create a Posting

Click on the postings tab and select “staff”.



Click the **+ Create New Posting** link from the right corner of the screen.



Select “create from Position Type” for brand new postings. If you want to copy a previous posting, see “Creating from Prior Posting” section or send an email to marks@nku.edu. If you want to reopen a posting, email to marks@nku.edu or franzenla@nku.edu.



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.

Creating from Posting Type

Enter the name of your posting in the first box. Select your department information in the Organization Unit section (as indicated). Leave Applicant Workflow the same. All sections with red asterisk are required. Skip the reference sections. Then click "create new posting" at the bottom of page.

Home Postings ▾ Hiring Proposals ▾ Shortcuts

Postings / Staff / New Posting ☆

 New Posting Create New Posting Cancel

*** Required Information**

Working Title *

Organizational Unit

Vice President Area * Administration & Finance

College Org. * Human Resources

Department *

Applicant Workflow

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

References

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

Recommendation Workflow
When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type
Allow a document upload when a reference provider submits a Recommendation?

Online Applications

Accept online applications?

Special offline application instructions

Federal legislation requires institutions of higher education to inform prospective members of our community about its most recent crime/incident statistics; crime prevention; security programs and activities; policies concerning the reporting of crime; and related information in accordance with the Campus Security Act, commonly referred to as the Clery Act. Upon request, you can obtain a paper copy of the university's Annual Campus Security Reports by contacting the NKU Police Department, 419 Old Johns Hill Road, Highland Heights, KY 41099 or calling 859-572-5746. This information is also available on the NKU Police Department's website at <http://nku.edu/police>

Accepted Application Forms

Staff Application

Create New Posting Cancel

Posting Details

Please provide mandatory information in the red highlighted sections. The other non-red boxes on the page are for information pertaining your posting. Click "next" when complete.

Home Postings ▾ Hiring Proposals ▾ Shortcuts ▾

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Posting Details

Editing Posting

- Posting Details
- Budget
- Vacancy Management
- Posting Documents
- Supplemental Questions
- Qualification Group
- Applicant Documents
- Reference Letters
- Search Committee
- Evaluative 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

* **Department Account Number**
This field is required.

* **Responsible Hiring Manager**
This field is required.

Pay Grade

Salary

* **Building/Office Location**
This field is required.

Contact Information

* **Position Status**
 Regular
 Grant
 Contract
 Temporary
This field is required.

Exempt or Non Exempt?

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

* **Position Number**
This field is required.

LEO Category

Does this position have an Affirmative Action Goal?

* **Work Schedule**
This field is required.

Commitment to Inclusive Excellence

Northern Kentucky University (NKU) seeks excellence by enriching its educational environment and culture through the diversity of its administration, faculty and 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 in achieving goals relative to inclusive excellence.

Posting Details continues on the next page.

Purpose of Position

Primary Responsibilities

Qualifications

Minimum Education

Custom Text One

Posting Detail Information

Requisition Number

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

If non-standard recruitment area needed, please indicate which area.

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

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.

Quick Link <http://jobs.nku.edu/postings/7555>

(If choosing “create from position type” – click next to skip to BUDGET section and continue. Budget instructions start on page 10.)

Creating from Prior Posting

To copy a previously posted position, you will need to know the exact posting title or requisition number of the posting. Select "Create from Posting".

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.

(You will need the number of the posting you want to copy to complete the next section.)

Type the posting number in the search box and click search.

Home Postings Pools Applicants Hiring Proposals

Postings / Staff / New Posting From Posting ☆

Staff Postings

Saved Searches 2018S97 Search Hide Search Options

Add Column: Add Column

Workflow State: Workflow State

Department: Department

Position Number:

Click the “Actions” drop-down” on the far right of the screen and select “Create From”.

Working Title	Department	Posting Number	Posted Date	Active Applications	(Actions)
Staff Tutorial Posting	Human Resources	20185975	11/02/2018 03:00 PM	0	Actions ▾ GENERAL View Posting Create From

Most of the information from the prior posting will pre-populate. Make any necessary changes then click “Create New Posting”.

Home Postings ▾ Pools ▾ Applicants ▾ Hiring Proposals ▾ Shortcuts ▾
Postings / Staff / New Posting ☆



New Posting

Create New Posting

Cancel

* Required Information

Working Title *

Staff Tutorial Posting

Organizational Unit

Vice President Area *

Administration & Finance ▾

College Org. *

Human Resources ▾

Department *

Human Resources ▾

Applicant Workflow

Workflow State

Application Referred to Dept, Hiring Manager ▾

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

Continues on next page.

References

Reference Notification

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

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state? ▾

Recommendation Document Type

No Document ▾

Allow a document upload when a reference provider submits a Recommendation?

Online Applications

Accept online applications?

Special offline application instructions

Federal legislation requires institutions of higher education to inform prospective members of our community about its most recent crime/incident statistics; crime prevention; security programs and activities; policies concerning the reporting of crime; and related information in accordance with the

Accepted Application Forms

Staff Application

Posting Documents

Please indicate which documents you wish to include on your new posting.

No documents found.

Create New Posting

Cancel

Continue updating posting details. Budget section instructions starts on page 10.

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Posting Details

Editing Posting

- Posting Details
- Budget
- Vacancy Management
- Posting Documents
- Supplemental Questions
- Qualification Groups
- Applicant Documents
- Reference Letters
- Search Committee
- Evaluative Criteria
- Guest User

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

Summary

* Department Account Number

* Responsible Hiring Manager

Pay Grade

Salary

* Building/Office Location

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

Budget Entry next page.

BUDGET SECTION

Click on the blue “Add Budget Entry” button to add department budget information.

Home Postings ▾ Hiring Proposals ▾ Shortcuts ▾

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Budget

Editing Posting

- Posting Details
- Budget**
- Vacancy Management
- Posting Documents
- Supplemental Questions
- Qualification Group
- Applicant Documents
- Reference Letters
- Search Committee
- Evaluative Criteria
- Guest User
- Summary

Budget

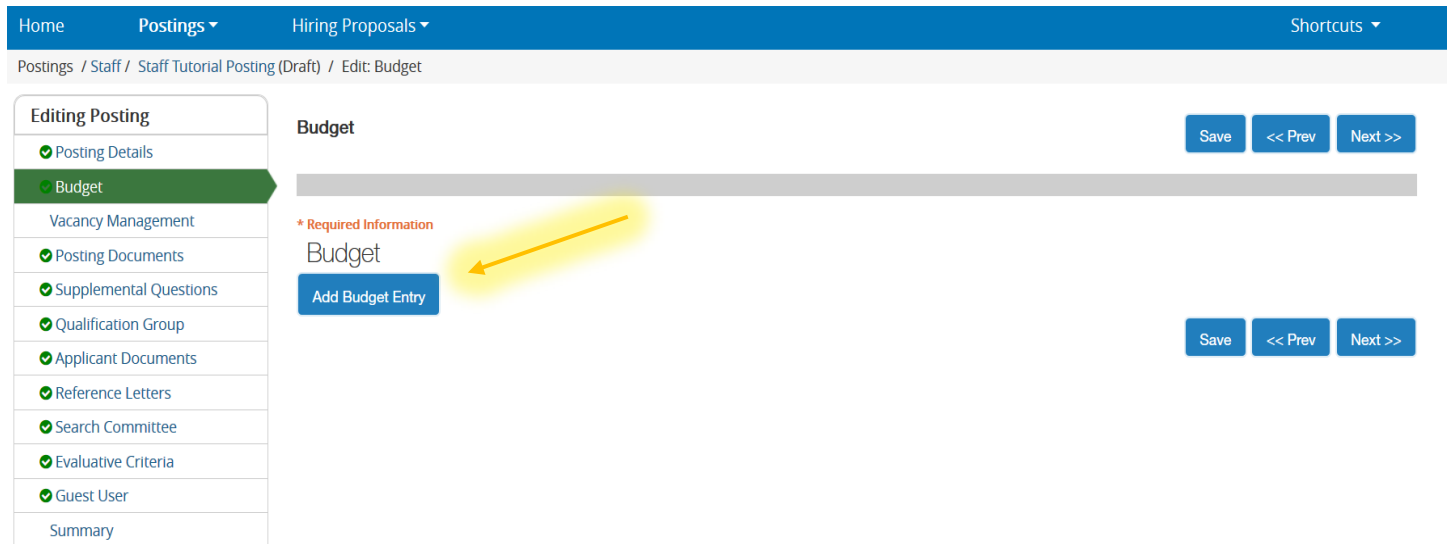
Save << Prev Next >>

* Required Information

Budget

Add Budget Entry

Save << Prev Next >>



Asterisk items are required. Click next when complete.

Budget

- Vacancy Management
- Posting Documents
- Supplemental Questions
- Qualification Group
- Applicant Documents
- Reference Letters
- Search Committee
- Evaluative Criteria
- Guest User
- Summary

Check spelling

* Required Information

Budget

Funding Type *

If Other funding type, please specify

Cost Center Number *

Grant Number

GL#

Name of Project

If Central Funding, has Presidential Approval been uploaded?

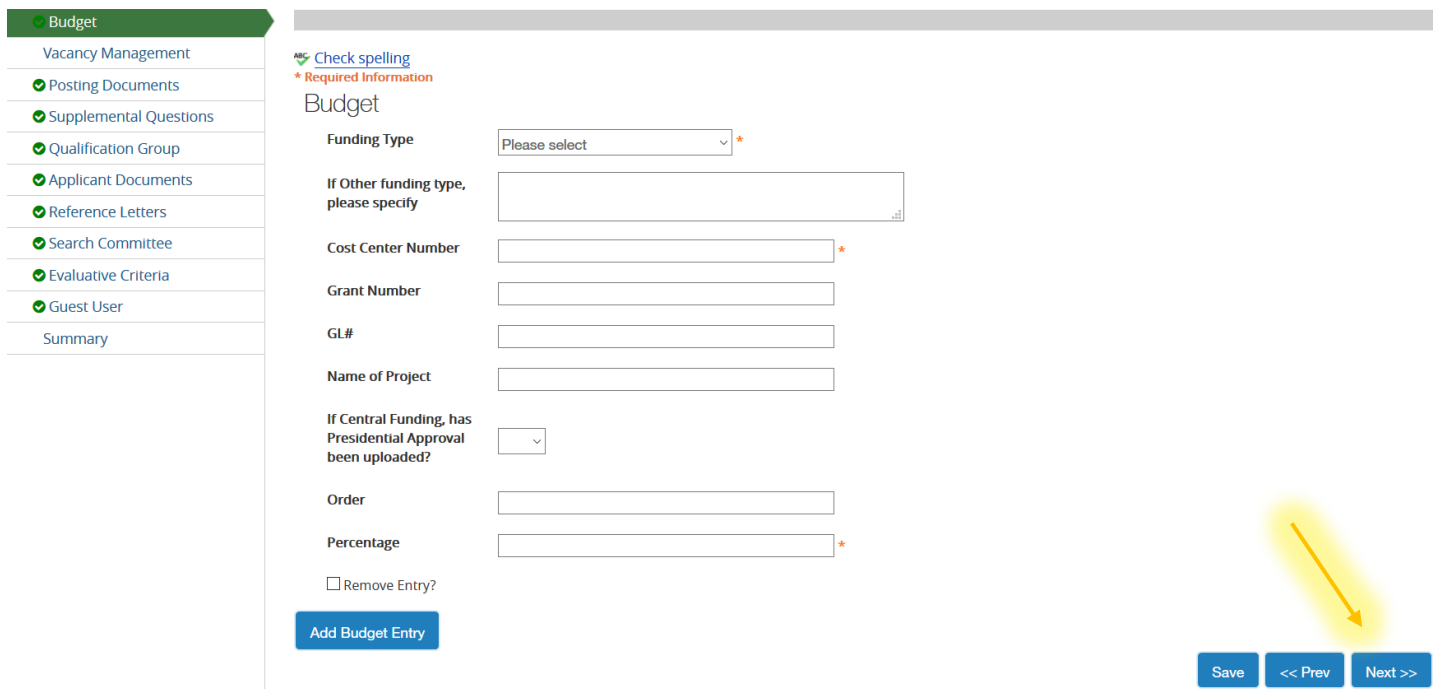
Order

Percentage *

Remove Entry?

Add Budget Entry

Save << Prev Next >>



Vacancy Management Section next page.

Vacancy Management

Sections in red are required. Click next when complete.

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Vacancy Management

- Editing Posting
- Posting Details
- Budget
- Vacancy Management**
- Posting Documents
- Supplemental Questions
- Qualification Group
- Applicant Documents
- Reference Letters
- Search Committee
- Evaluative Criteria
- Guest User
- Summary

Vacancy Management

Save << Prev Next >>

Check spelling

* Required Information

Vacancy Management Overview

* Proposal Type This field is required.

Hiring Alternatives

* Solution Type This field is required.

* Solution Details This field is required.

Vacancy Management Details

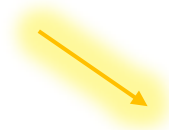
- Strategic Planning Goals
- Student Success
 - Talent Development
 - Academic Innovation
 - Community Engagement
 - Institutional Excellence

Please include detailed information.



* Explain the Goals selected This field is required.

* If this vacancy is not filled, describe the impact to the university This field is required.



Save << Prev Next >>

Posting Documents Section next page.

Posting Documents

Use this section if you want to upload supporting documentation (optional). Click the “Actions” drop-down to upload documents. If no documentation required, click next.

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Posting Documents

Editing Posting

- Posting Details
- Budget
- Vacancy Management
- Posting Documents**
- Supplemental Questions
- Qualification Group
- Applicant Documents
- Reference Letters
- Search Committee
- Evaluative 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, .tif, .tiff, .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

A database of pre-loaded questions are available for use or you can create your own. You will see the “create own” option after clicking, “add a question”. If you do not wish to add a question, click “next”. (Note – adding questions helps to sort through applicants more effectively and helps to develop a knowledge base.) See “Creating Own Questions” section if you do not find suitable questions in the database. You can also send an email to marks@nku.edu or franzenla@nku.edu to have a question added.

1) Adding an existing database question – click “add a question” button.

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Supplemental Questions

Editing Posting

- Posting Details
- Budget
- Vacancy Management
- Posting Documents
- Supplemental Questions**
- Qualification Group
- Applicant Documents
- Reference Letters
- Search Committee
- Evaluative Criteria
- Guest User
- Summary

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

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active ✕

Save << Prev Next >>

Supplemental Questions continues on next page.

2) Type question in the “Keyword” box and hit enter. If any words related to the question is in the database, the question will appear on the screen. Click the small box next to the question to add it to your posting then submit.

Available Supplemental Questions

Category: Keyword:

Add Category Question

- | Add | Category | Question |
|-------------------------------------|------------|--|
| <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 checked="" type="checkbox"/> | Education | What is your highest level of completed education? |
| <input type="checkbox"/> | Education | What is your highest level of education? |
| <input type="checkbox"/> | Education | What is your highest level of education? |
| <input type="checkbox"/> | Education | Which answer best describes your highest level of education? |
| <input type="checkbox"/> | Education | What is your highest level of education? |
| <input type="checkbox"/> | Education | What is your highest level of education? |
| <input type="checkbox"/> | Experience | What is the highest level language course you have taken at NKU? |
| <input type="checkbox"/> | Education | What is your highest level of education completed. |
| <input type="checkbox"/> | Education | Highest Level of Education (Master's and above) |

Displaying all 11

Can't find the one you want? Add a new one

Repeat step to add additional pre-loaded questions.

Supplemental Questions continues on next page.

Once questions are loaded, you can choose the disqualifying option on yes/no questions by clicking the question to expand. Click the box next to the answer that would disqualify the candidate. Then click save and next. **See next section for "Creating Own Questions"**.

Included Supplemental Questions Add a question

Position	Required	Category	Question	Status																				
1	<input checked="" type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active ✕																				
2	<input type="checkbox"/>	Education	What is your highest level of completed education? Possible Answers: Predefined Options <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th></th> <th>Answer</th> <th>Points</th> <th>Disqualifying</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>High School/GED</td> <td><input type="text"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2.</td> <td>Bachelor's Degree</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3.</td> <td>Master's Degree</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4.</td> <td>PhD</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Answer	Points	Disqualifying	1.	High School/GED	<input type="text"/>	<input checked="" type="checkbox"/>	2.	Bachelor's Degree	<input type="text"/>	<input type="checkbox"/>	3.	Master's Degree	<input type="text"/>	<input type="checkbox"/>	4.	PhD	<input type="text"/>	<input type="checkbox"/>	active ✕
	Answer	Points	Disqualifying																					
1.	High School/GED	<input type="text"/>	<input checked="" type="checkbox"/>																					
2.	Bachelor's Degree	<input type="text"/>	<input type="checkbox"/>																					
3.	Master's Degree	<input type="text"/>	<input type="checkbox"/>																					
4.	PhD	<input type="text"/>	<input type="checkbox"/>																					

Save << Prev Next >>

Creating Own Question(s)

To create your own question, click the "add a question" button.

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Supplemental Questions

Editing Posting

- Posting Details
- Budget
- Vacancy Management
- Posting Documents
- Supplemental Questions
- Qualification Group
- Applicant Documents
- Reference Letters
- Search Committee
- Evaluative Criteria
- Guest User
- Summary

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
1	<input checked="" type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active ✕

Save << Prev Next >>

Create Own Question(s) continued on next page.

Creating Own Question(s)

Click "Add a new one". On the next page you will create your own question.

Available Supplemental Questions

Category: Keyword:

Add	Category	Question
<input type="checkbox"/>	Experience	Do you have a working knowledge of and the ability to safely and accurately use cleaning chemicals/products and to operate equipment as well as small hand/power tools related to custodial services?
<input type="checkbox"/>	Experience	Do you have working knowledge of MSDS, Right-to-Know, Labeling Laws, and other safety procedures and practices?
<input type="checkbox"/>	Experience	Please describe your knowledge and experience with SAP FI (SAP GUI).

Displaying 1 - 15 of 38 in total

← Previous | Next →

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

Submit

Cancel

Type in the name of your question in the "name" box, select question category from the category drop-down box and choose a question type (education or experience), then type the question into the question box.

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Category

Please select a category ▾

Question *

Create Own Question(s) continued on next page.

Creating Own Question(s)

Select the radio button for the type of answers required. Choose “open ended” for explanation style questions. Choose “predefined”. Type answers to questions in the boxes below.

Possible Answers

Open Ended Answers

Predefined Answers

Type answers to your question(s) in the boxes below. If additional slots needed, hit the enter key. Click “submit” when complete.

Empty answers will be excluded.
Click and drag possible answers to reorder them.

Possible Answer 1:

Possible Answer 2:

Possible Answer 3:



Note: Newly created question will require HR/Affirmative Action authorization. These questions will be approved/denied before posted. HR will notify you of denied questions.

The Supplemental Questions main screen will reappear. If you are finished adding questions, click next.

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Supplemental Questions

Editing Posting

- Posting Details
- Budget
- Vacancy Management
- Posting Documents
- Supplemental Questions**
- Qualification Group
- Applicant Documents
- Reference Letters
- Search Committee
- Evaluative Criteria
- Guest User
- Summary

Supplemental Questions

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

Position	Required	Category	Question	Status
<input type="text" value="1"/>	<input checked="" type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active <input type="button" value="x"/>
<input type="text" value="2"/>	<input type="checkbox"/>	Education	What is your highest level of completed education?	active <input type="button" value="x"/>

SKIP QUALIFICATION GROUP Section

Home Postings Hiring Proposals Shortcuts

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Qualification Group

Editing Posting

- Posting Details
- Budget
- Vacancy Management
- Posting Documents
- Supplemental Questions
- Qualification Group**
- Applicant Documents

Qualification Group

Save << Prev Next >>

Included Qualification Groups

Position	Type	Qualification Group	Status

Save << Prev Next >>

Applicant Documents

You can choose to make documents optional or required from a list of pre-loaded document types by clicking the radio button next to the document type. If you do not see the document(s) needed you can send a request to marks@nku.edu or franzenla@nku.edu. Click next when complete.

Home Postings Hiring Proposals Shortcuts

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Applicant Documents

Editing Posting

- Posting Details
- Budget
- Vacancy Management
- Posting Documents
- Supplemental Questions
- Qualification Group
- Applicant Documents**
- Reference Letters
- Search Committee
- Evaluative Criteria
- Guest User
- Summary

Applicant Documents

Save << Prev Next >>

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
1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Cover Letter/Letter of Application	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3	Transcripts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Letter of Recommendation 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Save or Cancel

Save << Prev Next >>

Reference(s) Letters next page.

Reference Letters

SKIP THIS SECTION (use the reference document(s) option on the prior page). This option is utilized when you prefer emails sent directly to the reference source to request information on the applicant. Note: Although this is a good option, this option may slow down the information gathering process. If you choose to use this option, you must indicate the minimum and maximum number of references and include this information in the requirements section of the posting for applicants to see. If you enter a “last date to respond” and that date has past, the link expires. Contact HR to have the link resent after last date to respond has expired.

The screenshot shows the 'Reference Letters' configuration page. On the left is a sidebar titled 'Editing Posting' with a list of menu items: Posting Details, Budget, Vacancy Management, Posting Documents, Supplemental Questions, Qualification Groups, Applicant Documents, Reference Letters (highlighted), Search Committee, Evaluative Criteria, Guest User, and Summary. The main content area is titled 'Reference Letters' and includes a 'Check spelling' link. Below this are several form fields: 'Accept References?' with a dropdown menu set to 'No'; 'Minimum Number of References' and 'Maximum Number of References' with text input boxes; 'Last Date for Reference to Respond' with a date picker; and 'Special Instructions to Reference' with a larger text area. A note below the date picker reads: '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.' At the top right and bottom right of the main content area are navigation buttons: 'Save', '<< Prev', and 'Next >>'. An orange arrow points from the note to the 'Next >>' button.

Search Committee Members

Search committee members can consist of Faculty, Staff, Students or members of the community. **(Students and members of the community must use guest user logins. Do not add them in this section. They will be added in the guest user section.)**

To add a search committee member click “add existing User” then click next.

The screenshot shows the 'Search Committee Members' configuration page. At the top is a navigation bar with links for Home, Postings, Pools, Applicants, Hiring Proposals, and Shortcuts. Below the navigation bar is a breadcrumb trail: 'Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Search Committee'. On the left is a sidebar titled 'Editing Posting' with a list of menu items: Posting Details, Budget, Vacancy Management, Posting Documents, Supplemental Questions, Qualification Groups, Applicant Documents, Reference Letters, and Search Committee (highlighted). The main content area is titled 'Search Committee' and includes a 'Search Committee Members' section. Below this section is a message: 'No Search Committee Members have been assigned to this Posting yet.' Below the message are two buttons: 'Add Existing User' and 'Create New User Account'. At the top right and bottom right of the main content area are navigation buttons: 'Save', '<< Prev', and 'Next >>'. An orange arrow points from the 'Add Existing User' button to the 'Next >>' button.

Search Committee Members continued on next page.

Search Committee Members

Most NKU Faculty and Staff are listed in the member directory. **Uncheck the “display search committee user group members only” box.** Type the individual’s full name in the “Search” box.

Add Existing User ✕

Search:

Department:

Display search committee user group members only

If the individual will serve as Chair of the committee, click the box under the Committee Chair column beside the name **before clicking “add member”**. Repeat the step to continue adding members.

Add Existing User ✕

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 checked="" type="checkbox"/>	<input type="button" value="Add Member"/>

Displaying 1 User

If you enter a name that is not in the member listing, click “Create New User Account”. **(Do not enter students or external individuals.)**

Add Existing User ✕

Search:

Department:

Display search committee user group members only

No users were found
Try removing any search filters and make sure all words are spelled correctly.

Search Committee Members continued on next page.

Search Committee Members

All fields are required. You can get this information from the NKU Find-it directory. (Note: If this will be the search chair, click the “Make this user committee chair box”. Click “add member to search committee” when complete. HR will be notified of your selection and approve your request before posting activation. **Students and external individuals added in the Guest User section.** Repeat this step if additional staff not in listing.

New Search Committee Member ✕

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.
Required fields are indicated with an asterisk (*).

Account Information

Please enter the following information to create an account for a new Search Committee Member.

* **First Name**

* **Last Name**

* **Email**

* **Username**

Make this user committee chair

[Add Member to Search Committee](#) [Close](#)

If you accidentally select the wrong name, choose “remove” from the actions drop-down on the right of the screen. Once you have completed adding members, click next.

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Search Committee

Editing Posting

- Posting Details
- Budget
- Vacancy Management
- Posting Documents
- Supplemental Questions
- Qualification Group
- Applicant Documents
- Reference Letters
- Search Committee**
- Evaluative Criteria
- Guest User
- Summary

Search Committee

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

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Ophelia Marks	MARKS@NKU.EDU	<input checked="" type="checkbox"/>	approved	Actions ▼
Sally Newberry	newberrys50@nku.edu	<input type="checkbox"/>	pending	Actions ▼
Lauren Franzen	FRANZENLA@NKU.EDU	<input type="checkbox"/>	approved	Actions ▼

[Add Existing User](#) [Create New User Account](#)

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

SKIP EVALUATIVE CRITERIA Section

Home Postings Hiring Proposals Shortcuts

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Evaluative Criteria

Editing Posting

- Posting Details
- Budget
- Vacancy Management
- Posting Documents
- Supplemental Questions
- Qualification Group
- Applicant Documents
- Reference Letters
- Search Committee
- Evaluative Criteria**

Evaluative Criteria Save << Prev Next >>

Included Evaluative Criteria Add a Criterion

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

Save << Prev Next >>

Click next to continue.

Guest User

This option is utilized to add students or externals to the search committee. Guest User has view access only. Only one guest user account required. No limit to the number of individual use of the guest user account. If no guest user required, click next.

Click "Create Guest User Account" to create a guest user link.

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Guest User

Editing Posting

- Posting Details
- Budget
- Vacancy Management
- Posting Documents
- Supplemental Questions
- Qualification Group
- Applicant Documents
- Reference Letters
- Search Committee
- Evaluative Criteria
- Guest User**

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

A system-generated username and password will be assigned. We suggest changing the password to something that is posting/department specific. Then click update password. (The guest username cannot be altered.)

Enter student emails and external member emails in the “guest user recipient” box and click update.

When all guest user emails are added, click next.

Postings / Staff / Staff Tutorial Posting (Draft) / Edit: Guest User

Editing Posting

- Posting Details
- Budget
- Vacancy Management
- Posting Documents
- Supplemental Questions
- Qualification Group
- Applicant Documents
- Reference Letters
- Search Committee
- Evaluative 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
gu121883

Password
2S6zN2

Update Password

Email Addresses of Guest User Recipients
Email addresses (one per line)

marks@nku.edu
franzlenla@nku.edu

Update Guest User Recipient List

Save << Prev Next >>

Posting creation is now complete. Click the orange “Take Action On Posting” drop-down and send to the next level for management approval.

Posting: Staff Tutorial Posting (Staff) Edit

Current Status: Draft

Position Type: Staff
Department: Human Resources

Created by: Ophelia Marks
Owner: Ophelia Marks

Take Action On Posting ▼

- Keep working on this Posting
- WORKFLOW ACTIONS
- Canceled (move to Canceled)
- Send to Dept Head/Chair (move to Dept Head Chair)
- Return to Requisition Assistant (move to Requisition Assistant)

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

Next Steps for Posting

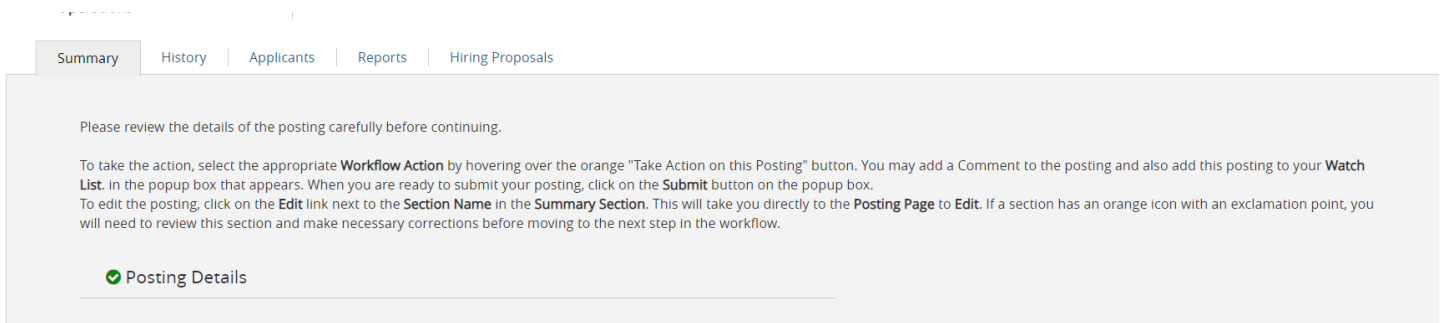
Once posting obtains required managerial approval, HR will activate the posting.

If you have any questions or need assistance, please contact Ophelia Marks (x6385 or marks@nku.edu) or Lauren Franzen (x7523 or franzlenla@nku.edu).

SELECTING FOR INTERVIEW AND HIRING PROCESS

How to Select Applicants for Interview

Open posting and click the applicants tab to show list of applicants.



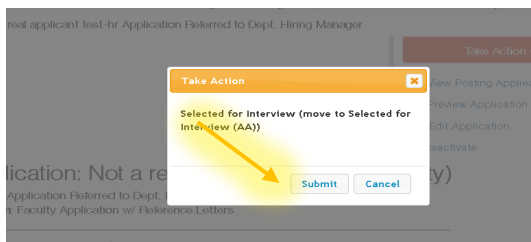
1) Click on **“Actions”** drop-down link to the right of applicants name and select **“view application”** or click the applicant’s name.

test-hr	Not a real applicant	09/19/2013	June 07, 2017 at 02:44 PM	Yes	Application Referred to Dept. Hiring Manager	Actions ▾
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2) Hover over the red **“Take Action on Job Application”** button and select **“select for interview”**.



3) Click **“Submit”**.

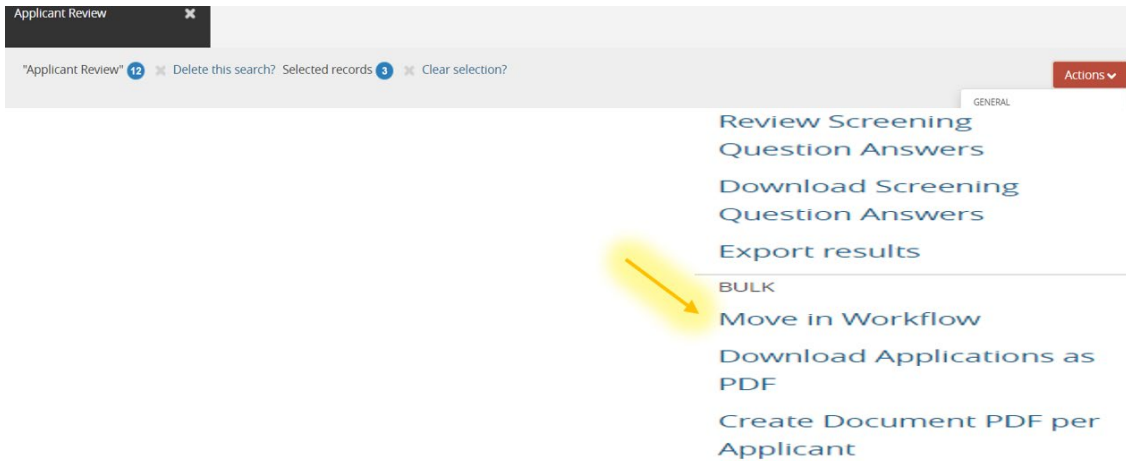


Affirmative Action will review and approve your selections. If there are any concerns with the selections, someone will reach out to you. You will receive a notification when approved to proceed with interviews.

4) If you want to change multiple status at the same time. Click the boxes next to each candidate's name. (Note: you can only do one page at a time).

<input type="checkbox"/>	Full Name	Application Date	Email	current NKU employee?	Degree
<input checked="" type="checkbox"/>		March 29, 2019 at 01:52 PM		No	Associa
<input checked="" type="checkbox"/>		March 30, 2019 at 09:48 AM		No	Masters
<input checked="" type="checkbox"/>		March 31, 2019 at 11:48 AM		No	Bachelo

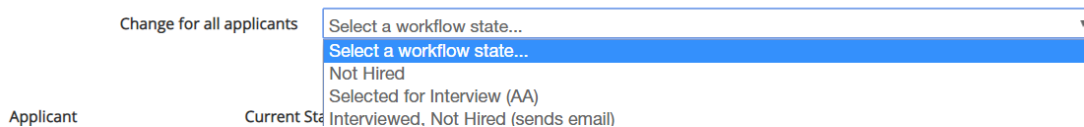
Next, click on the red "Actions" button just above the list of all applicants on the far right of the screen. Choose "move in workflow".



Next, click the drop-down box for "Change for all applicants" and choose "Select for Interview (AA)". This will change the statuses for all selected. Click "save changes" when done. Note: if you have applicants on multiple pages, you can only perform this operation one page at a time.



Editing: Workflow States for 3 Applicants



RECOMMENDING FOR HIRE ON NEXT PAGE

RECOMMENDING FOR HIRE

- 1) Open the application of the person you wish to hire. Click on the red “Actions” drop-down 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 ▾
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- 2) Hover over the “Take Action on Job Application” button (upper right corner) 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" with a downward arrow. The menu contains five items: "View Posting Applied To" (with a star icon), "Preview Application" (with a star icon), "Edit Application" (with a pencil icon), and "Reactivate" (with a document icon).

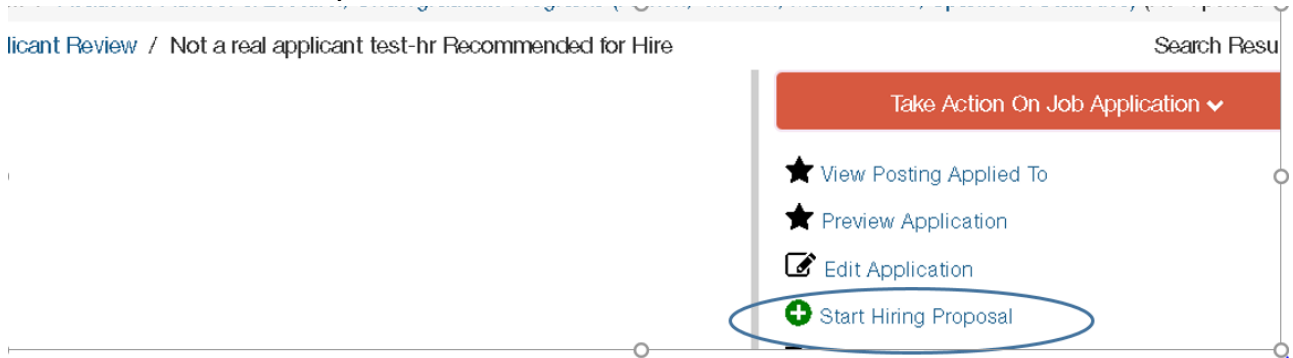
- 3) Click submit.

A screenshot of a dialog box titled "Take Action" with a close button (X) in the top right corner. The dialog box contains the text "Recommend for Hire (move to Recommended for Hire)" and two buttons at the bottom: "Submit" and "Cancel".

HIRING PROPOSAL NEXT PAGE

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.

Proposed Salary

- 7) Hiring Proposal Documents page – If you have a JAQ for the position or any notes you wish to upload, you may do so by clicking the red “actions” drop-down button on the right of the screen. If you do not want to upload any documents, click the red “next” button to continue. **SKIP THE MATRIX LINK.**

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Hiring Proposal Documents			Actions ▼

- 8) Once the proposal is completed. You will see a red “Take Action on Hiring Proposal” drop-down button. Click on it and send to the next level for approval.

NEXT STEPS IN HIRING PROPOSAL APPROVAL PROCESS

- 1) Once you have completed the hiring proposal and it gets sent to the proper 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 5200.