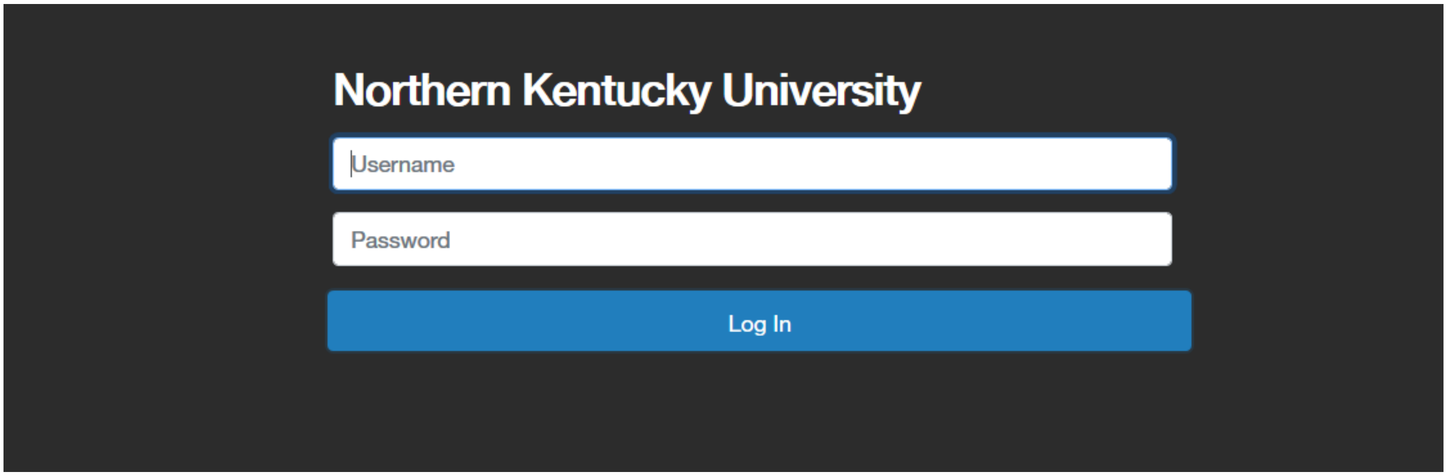
How to use People Admin
Staff Positions

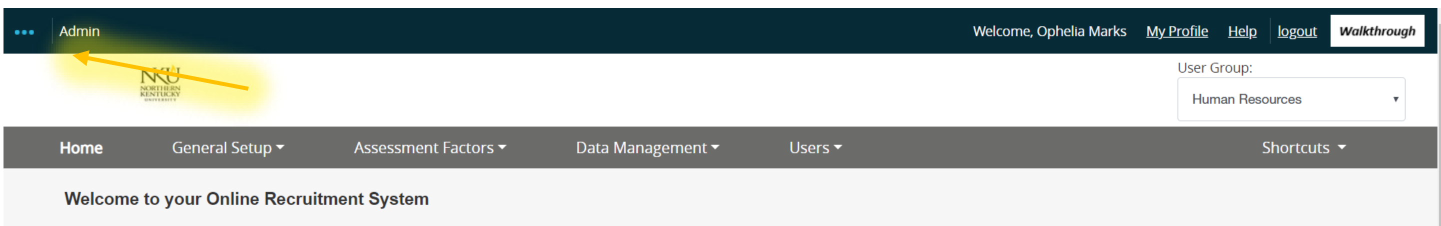
INDEX **PAGE**

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.

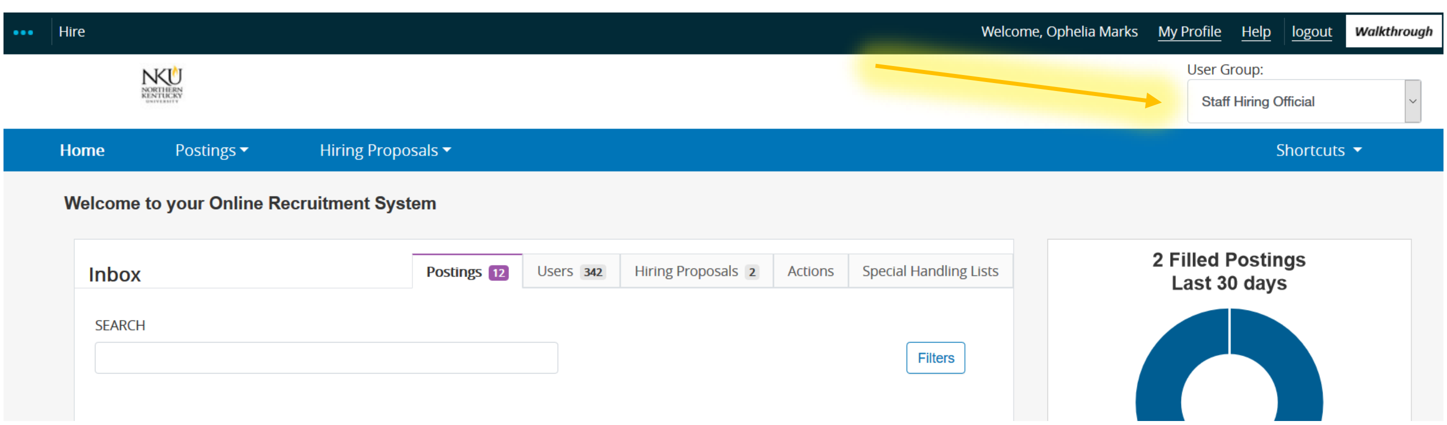


Once logged in, your screen may look like the one below. If the "Home" stripe is gray, click on the 3 dots in the upper left corner and select "Hire" and the stripe will turn blue. If the "Home" stripe is blue, go next step.



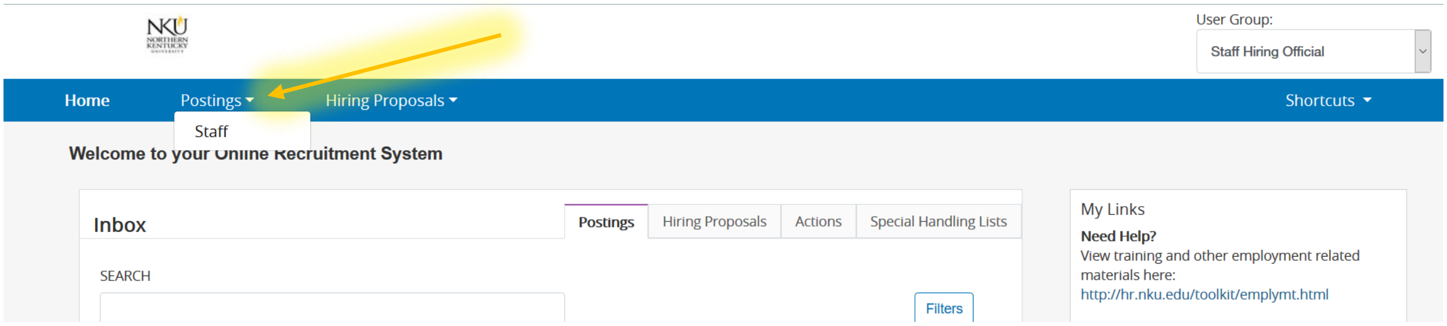
Role Setting

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.).

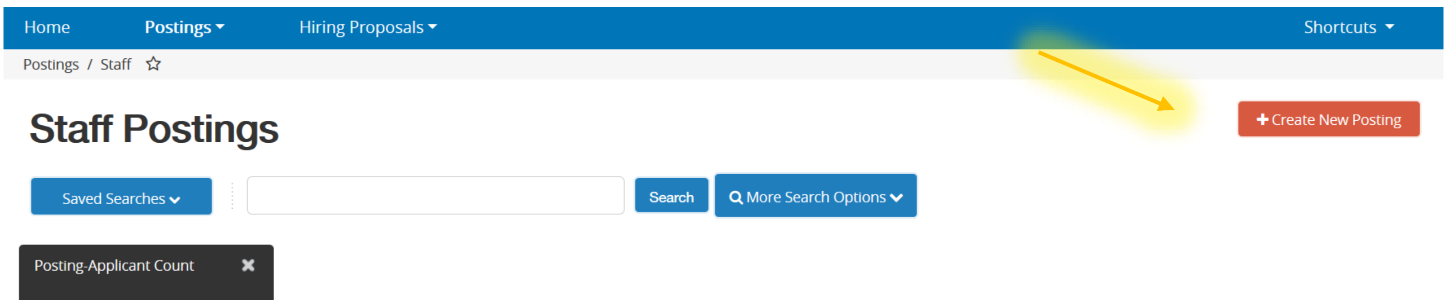


How to Create a Posting

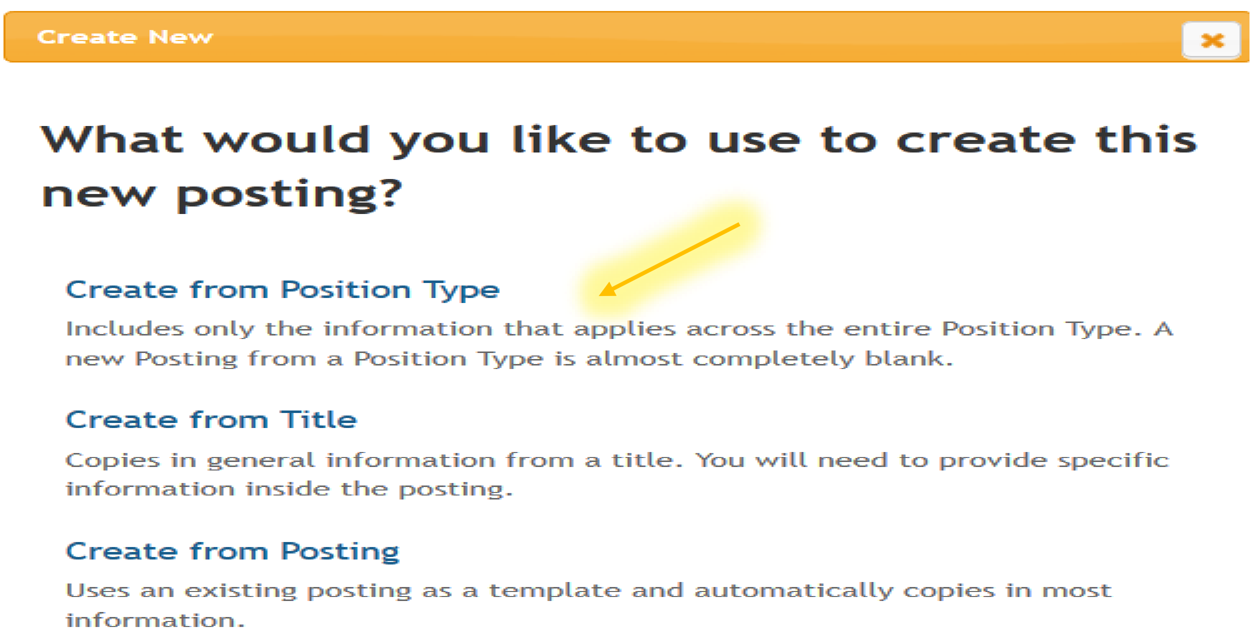
Click on the postings tab and select "staff".



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

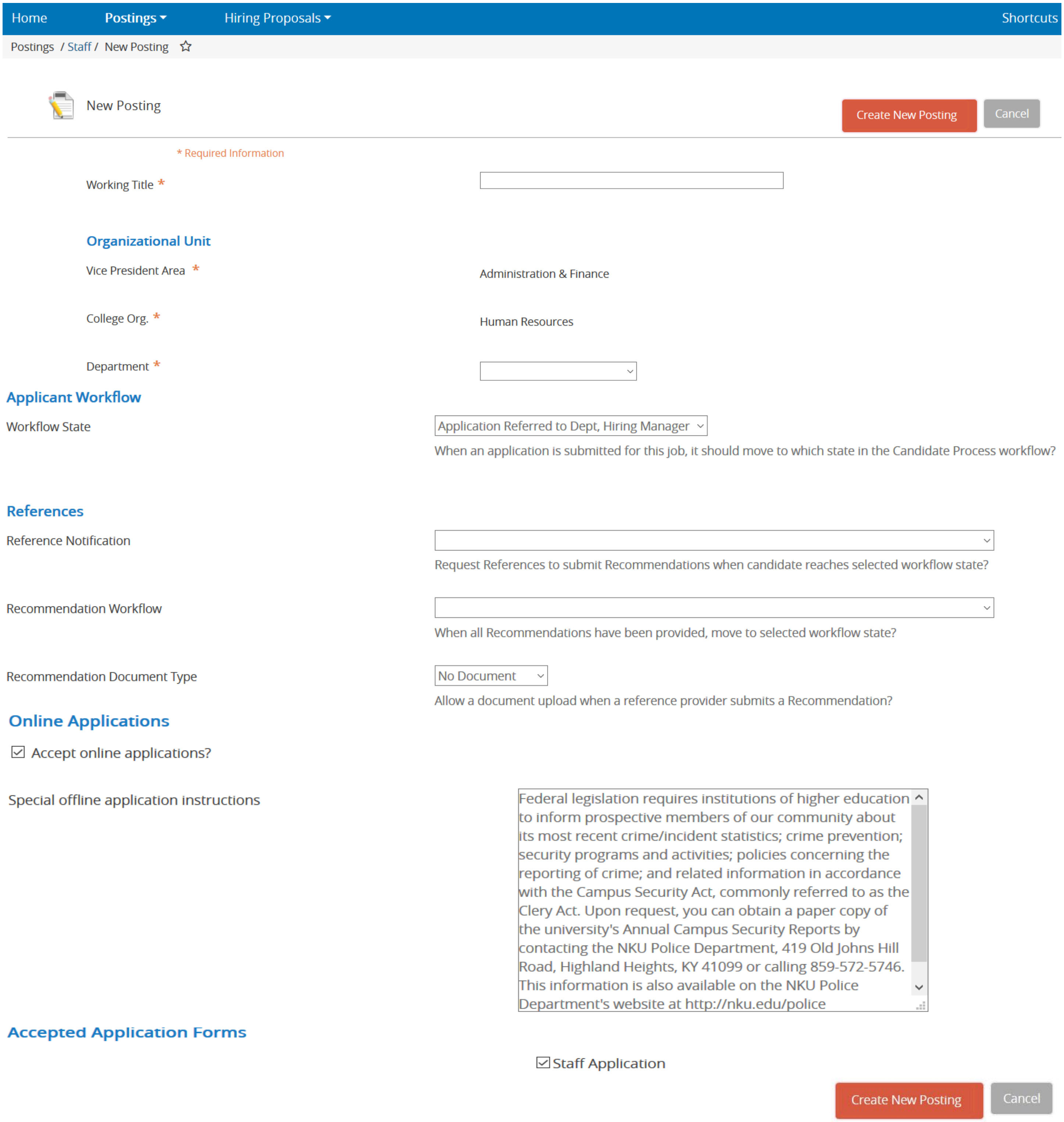


Select "create from Position Type" for brand new postings. If you want to copy a previous posting, see "Creating from Prior Posting" section or send an email to marks@nku.edu. If you want to reopen a posting, email to marks@nku.edu or franzenla@nku.edu.



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 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?

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 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

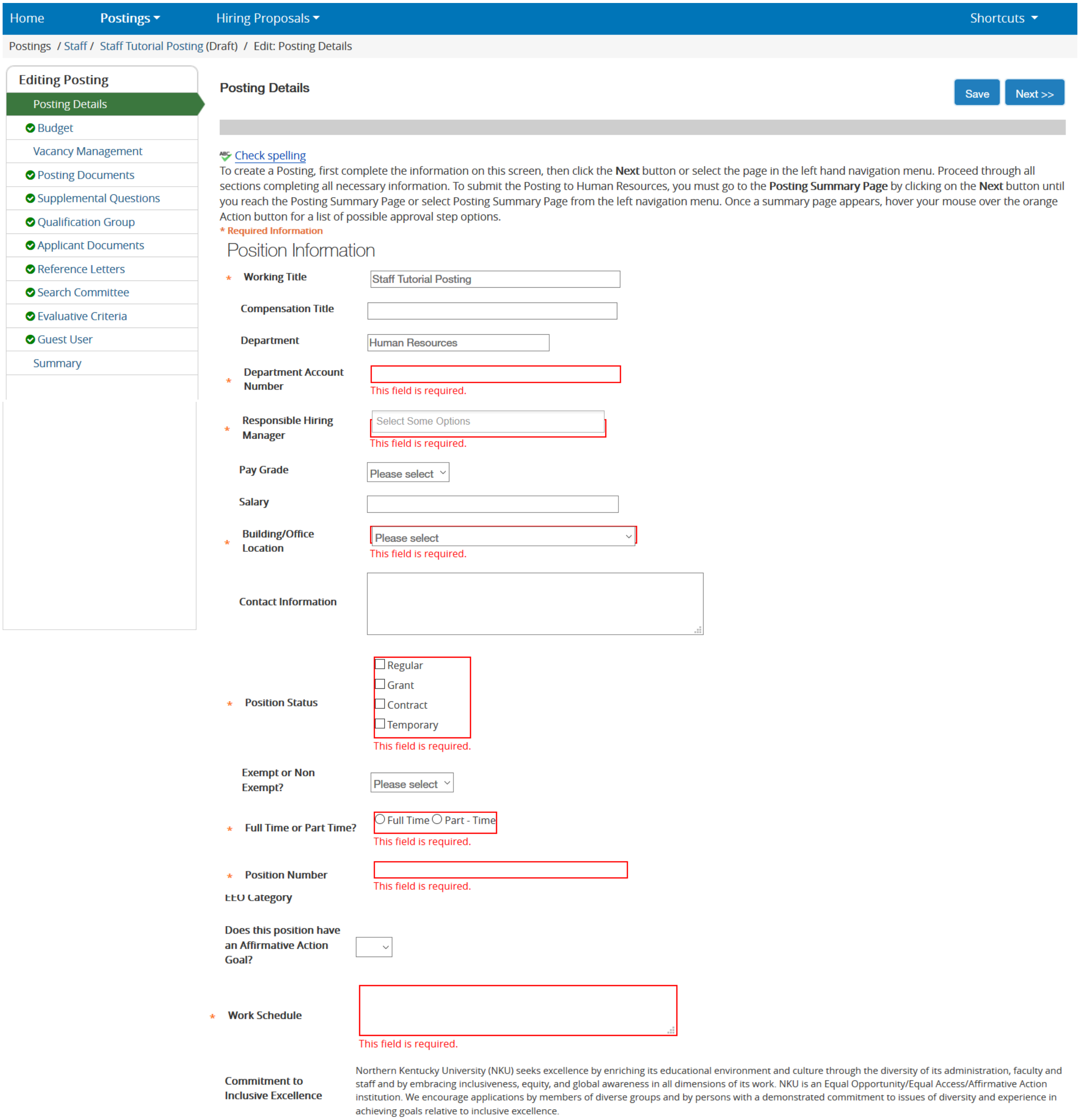
Accepted Application Forms

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.



Posting Details continues on the next page.

Purpose of Position

Primary Responsibilities

Qualifications

Minimum Education: Please select

Custom Text One: For HR purposes

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.

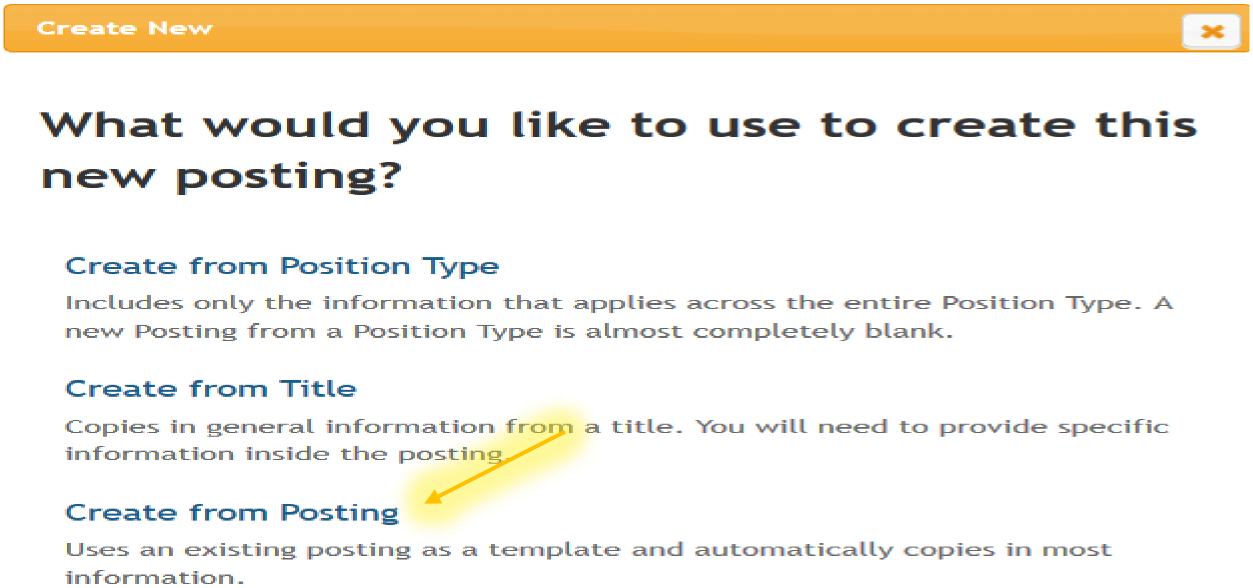
Quick Link: http://jobs.nku.edu/postings/7555

Save | Next >>

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

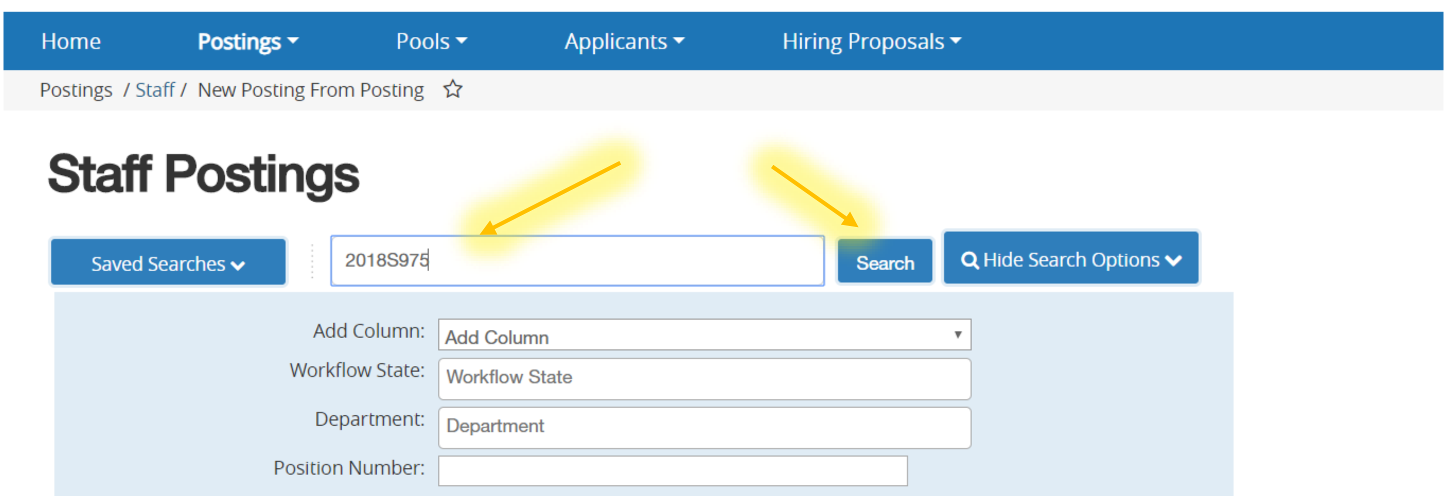
Creating from Prior Posting

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".

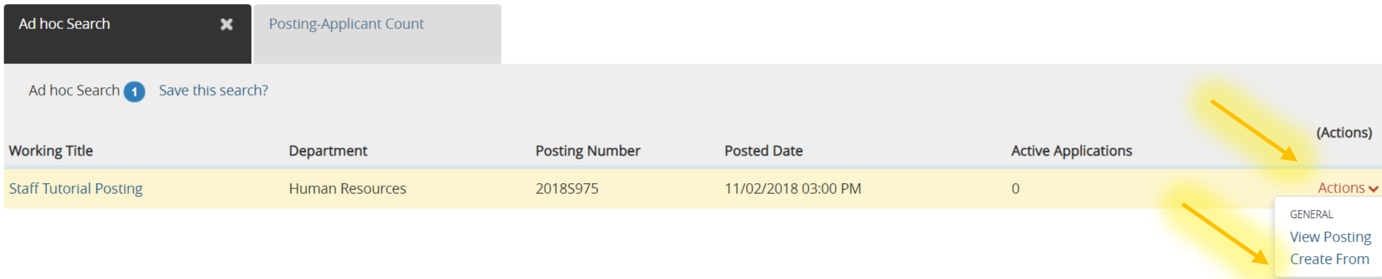


(You will need the number of the posting you want to copy to complete the next section.)

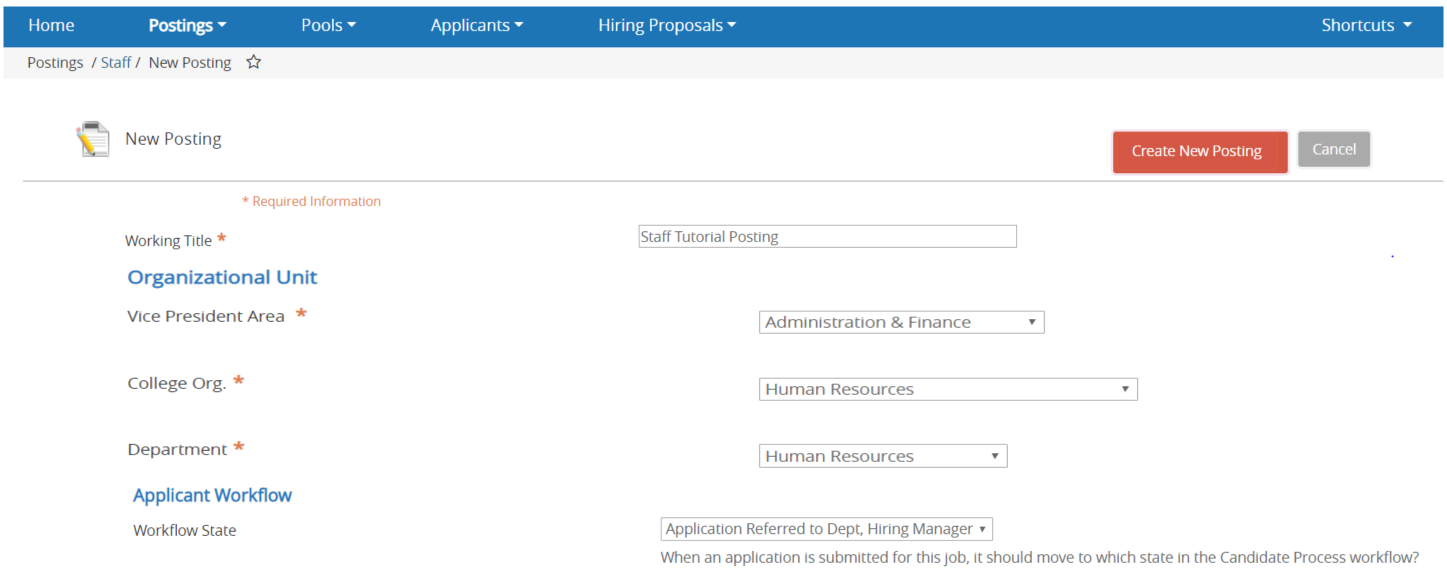
Type the posting number in the search box and click search.



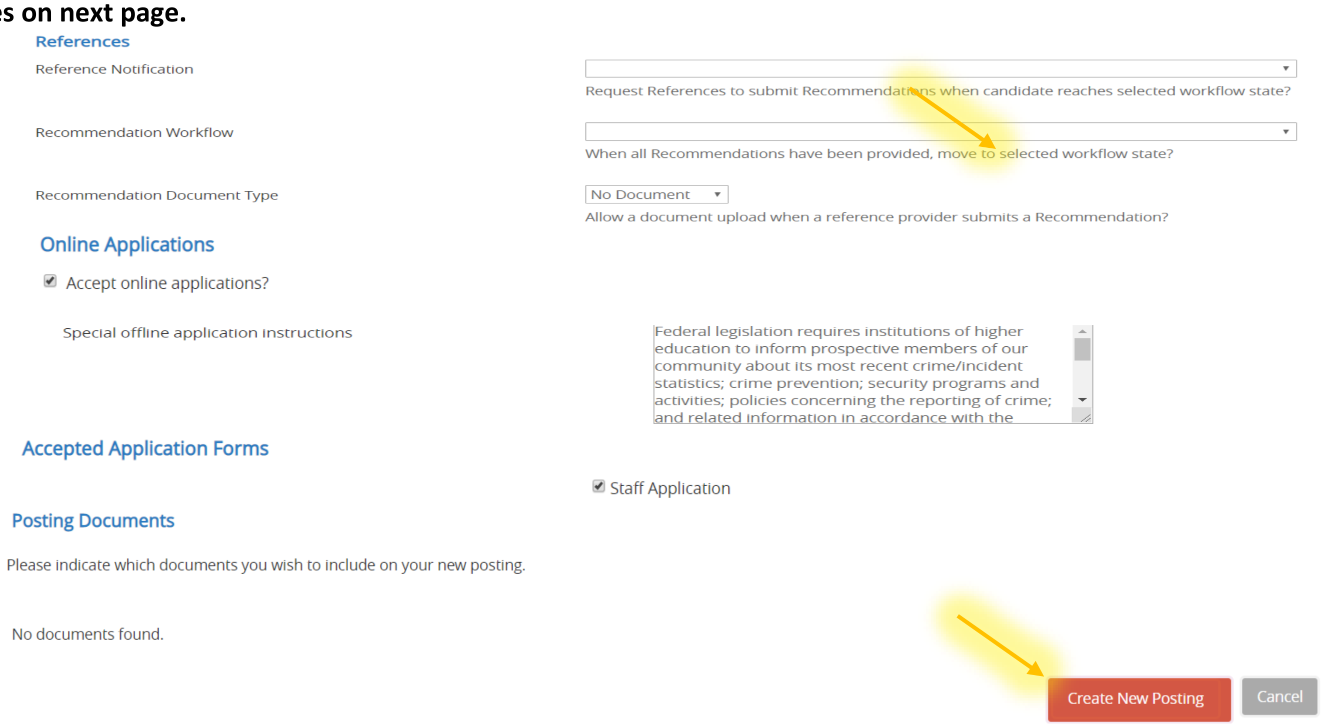
Click the “Actions” drop-down” on the far right of the screen and select “Create From”.



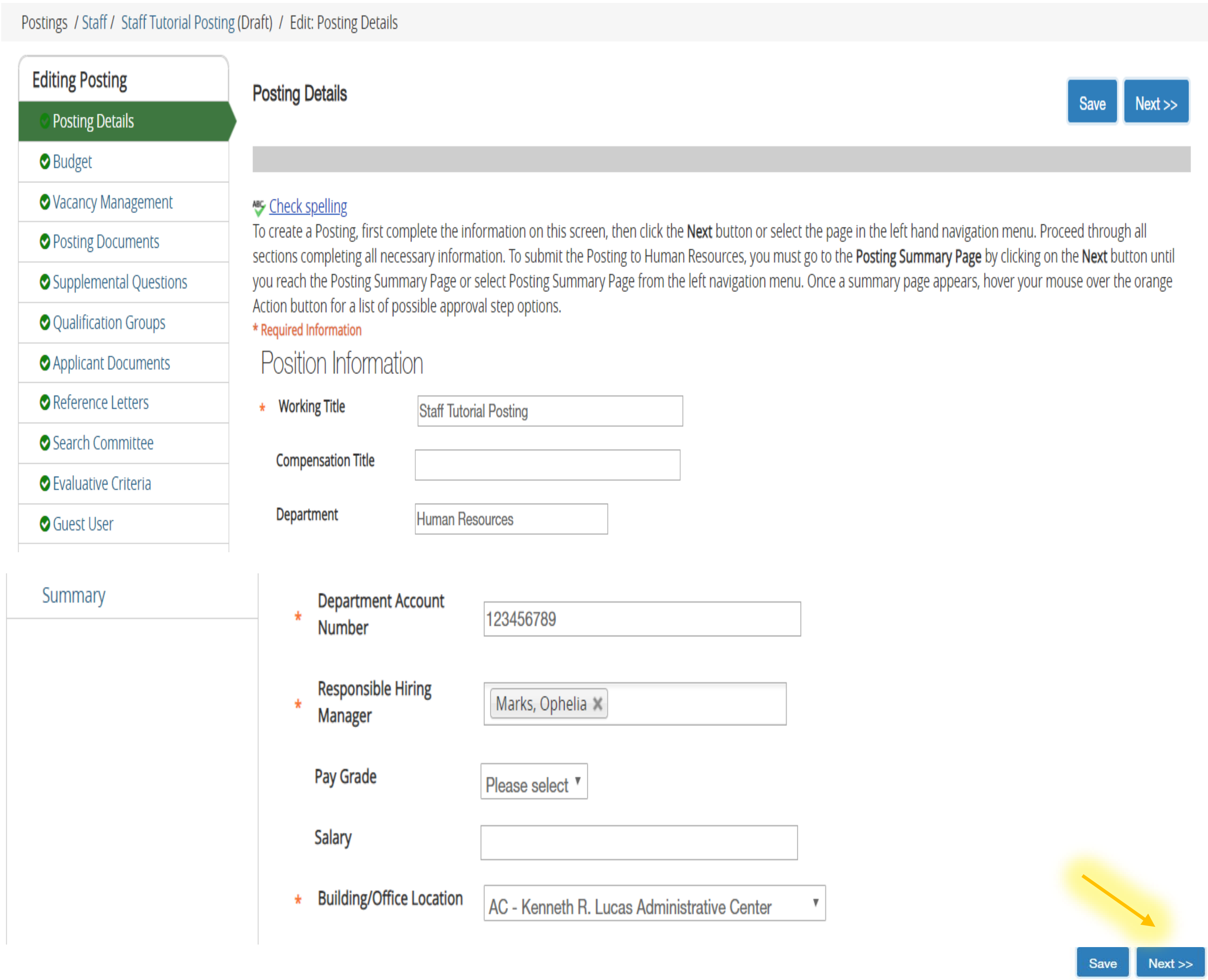
Most of the information from the prior posting will pre-populate. Make any necessary changes then click “Create New Posting”.



Continues on next page.



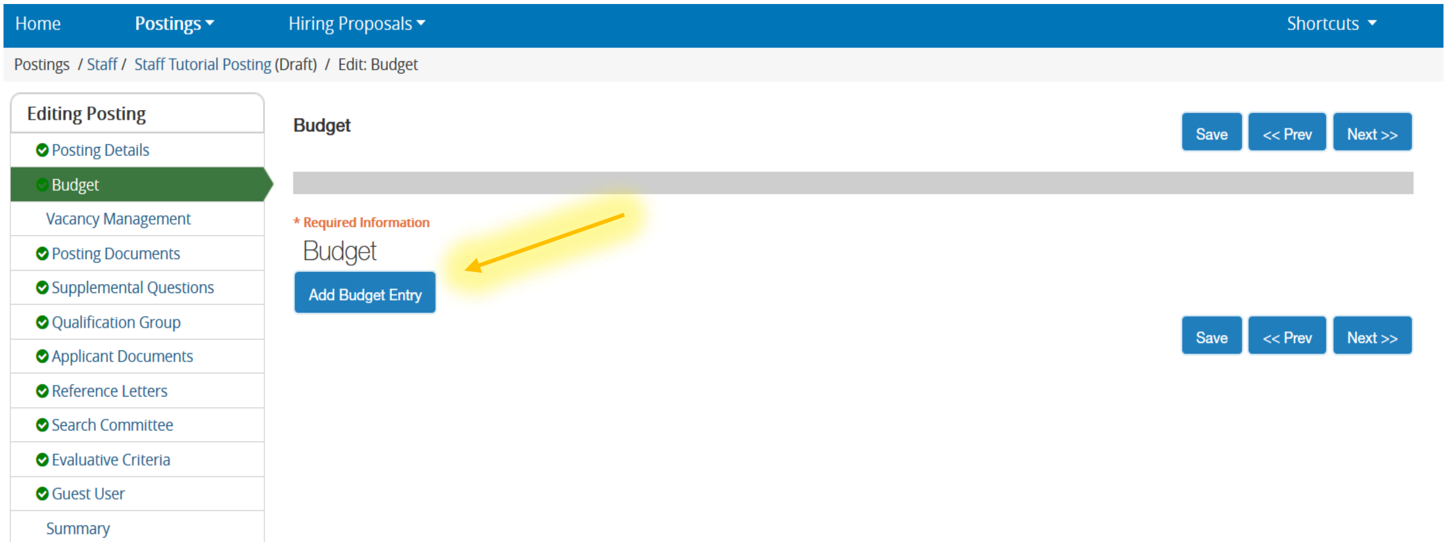
Continue updating posting details. Budget section instructions starts on page 10.



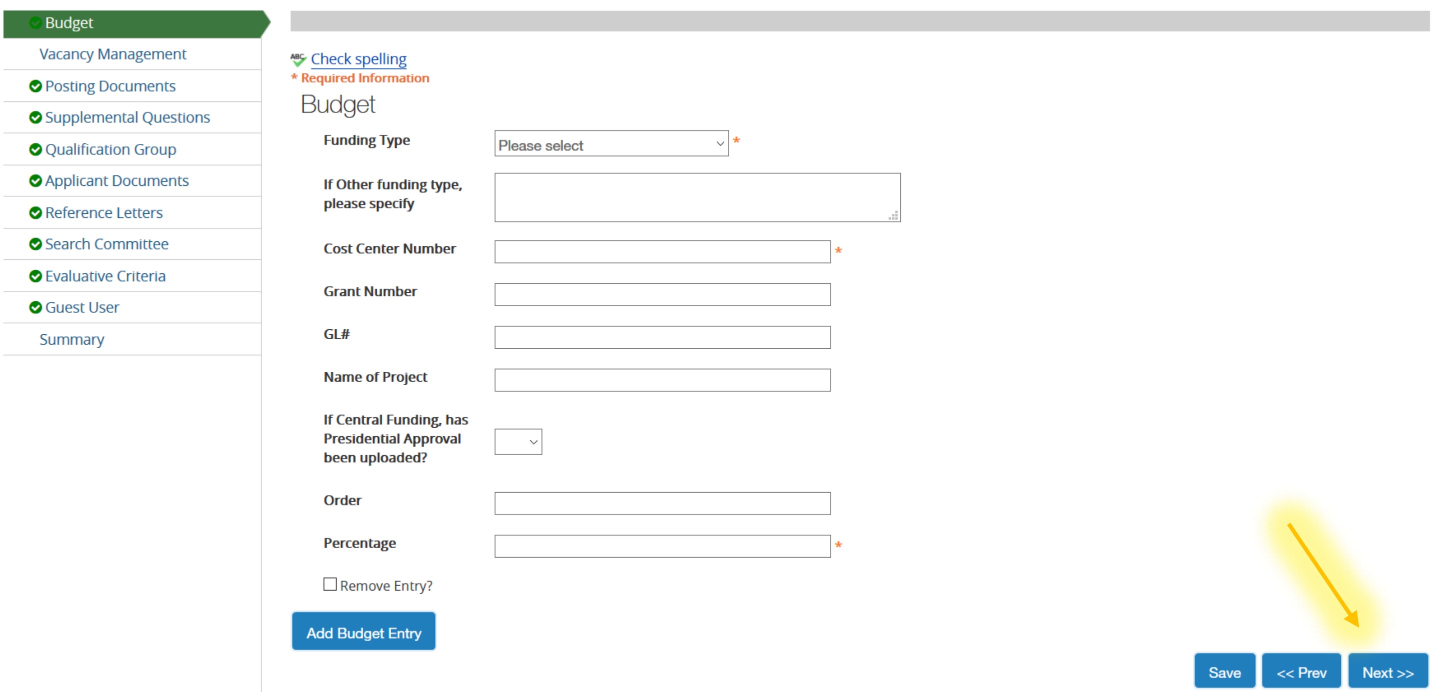
Budget Entry next page.

BUDGET SECTION

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



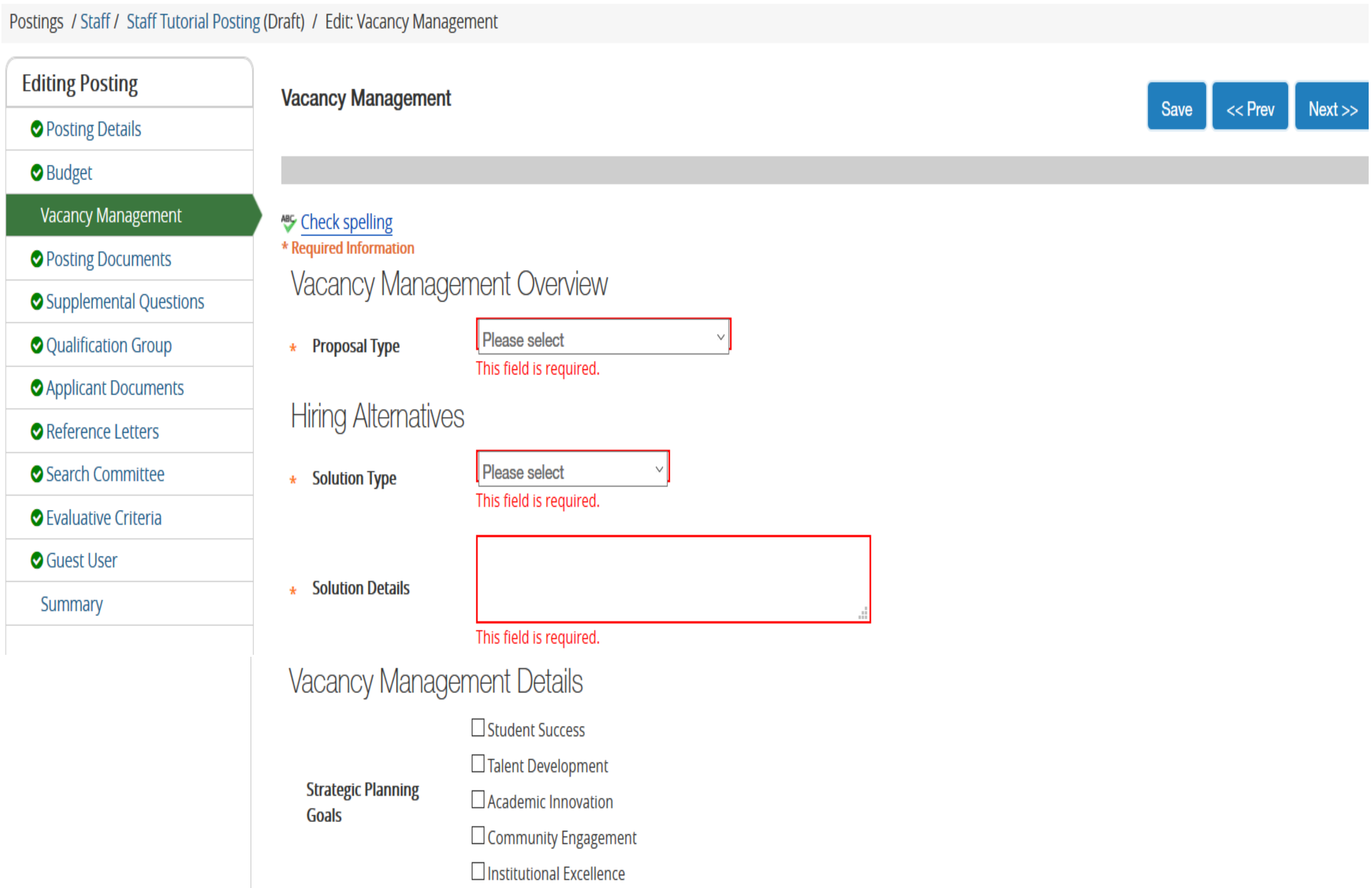
Asterisk items are required. Click next when complete.



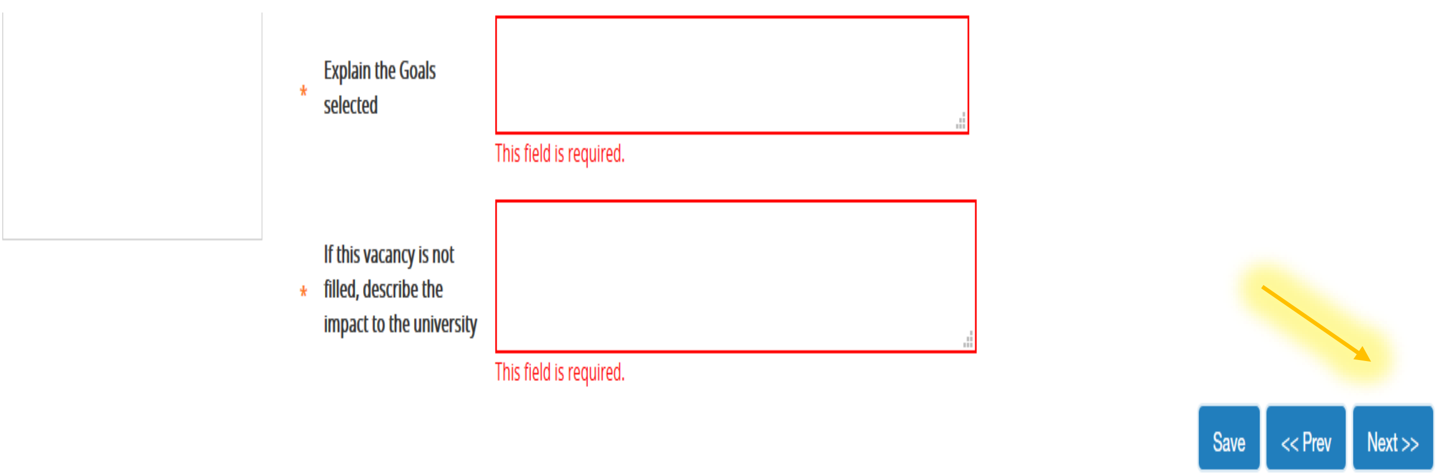
Vacancy Management Section next page.

Vacancy Management

Sections in red are required. Click next when complete.



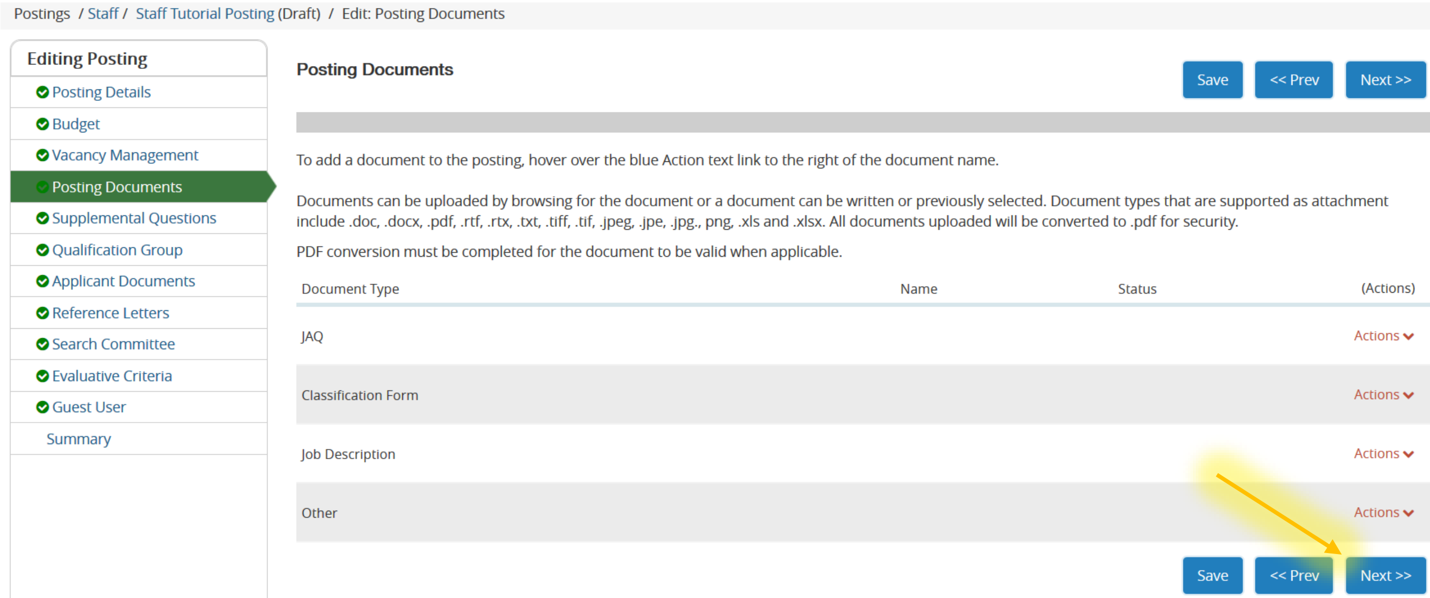
Please include detailed information.



Posting Documents Section next page.

Posting Documents

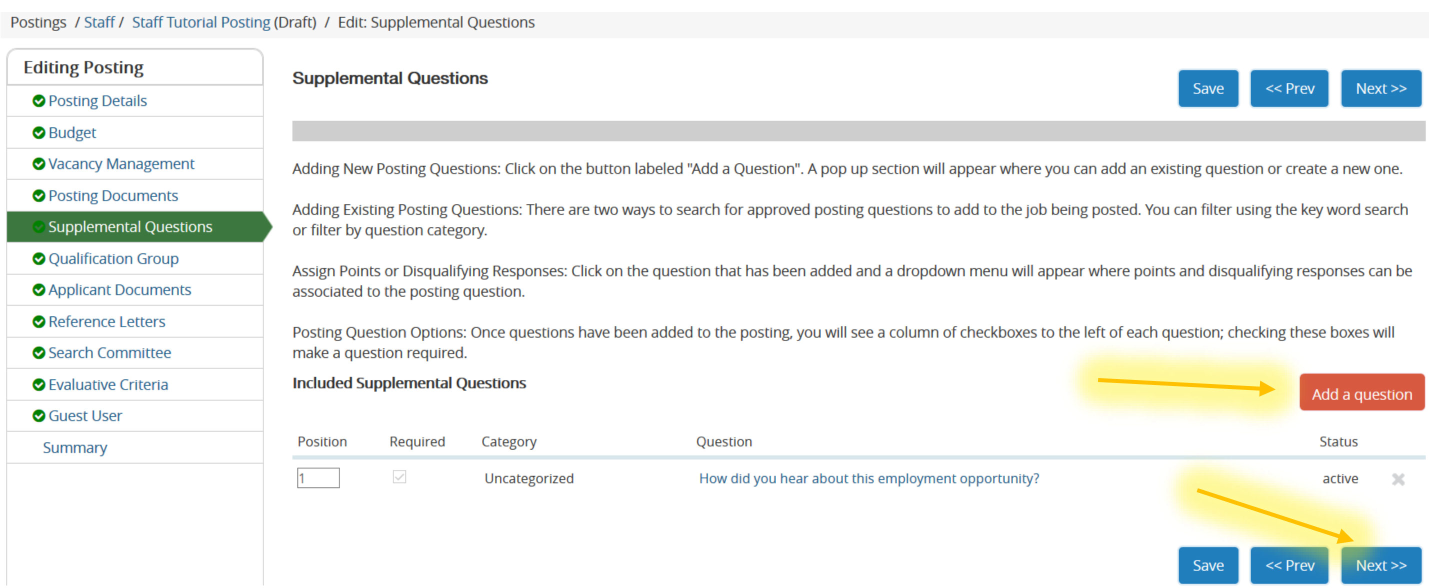
Use this section if you want to upload supporting documentation (optional). Click the "Actions" drop-down to upload documents. If no documentation required, click next.



Supplemental Questions

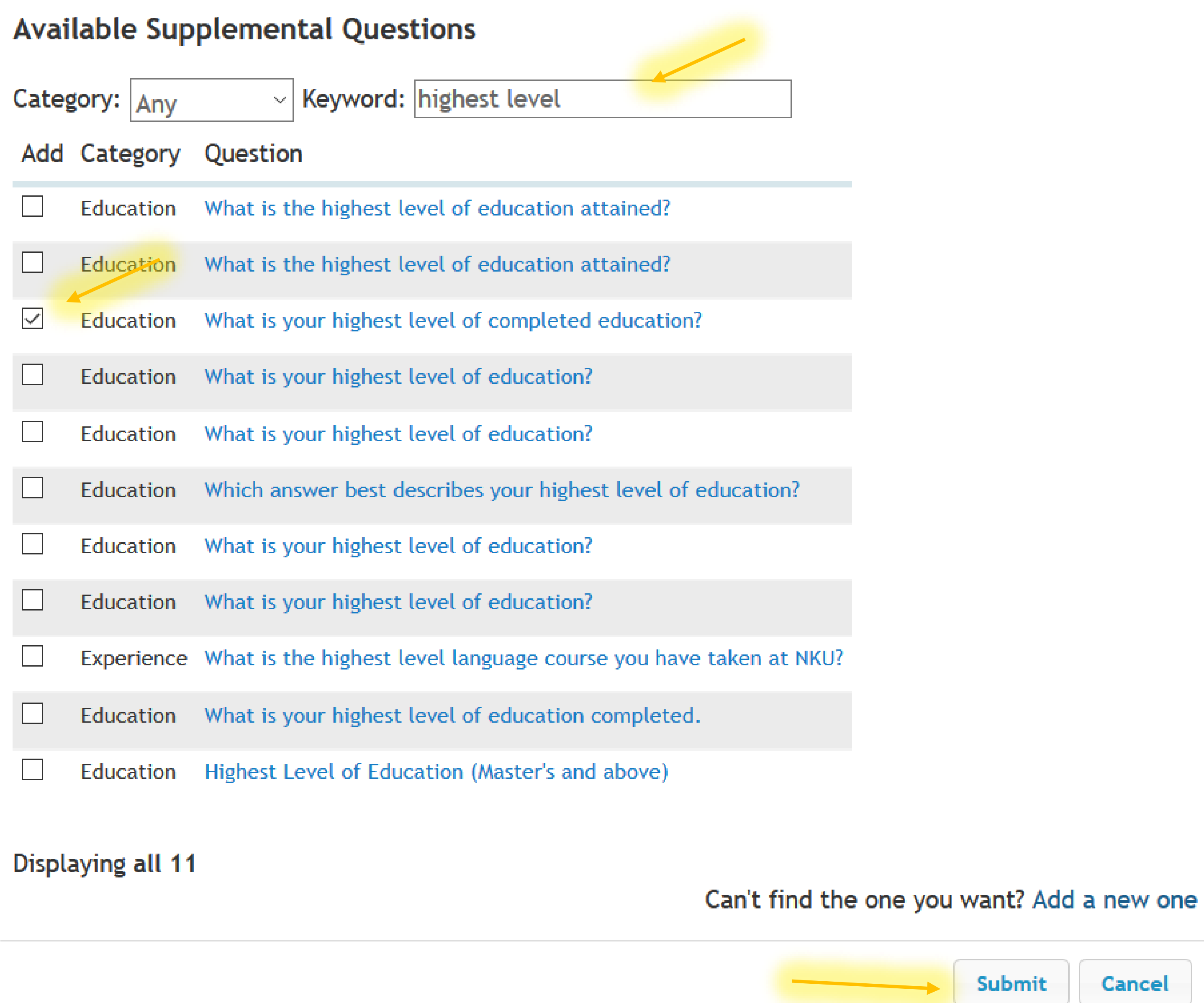
A database of pre-loaded questions are available for use or you can create your own. You will see the "create own" option after clicking, "add a question". If you do not wish to add a question, click "next". (Note – adding questions helps to sort through applicants more effectively and helps to develop 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.



Supplemental Questions continues on next page.

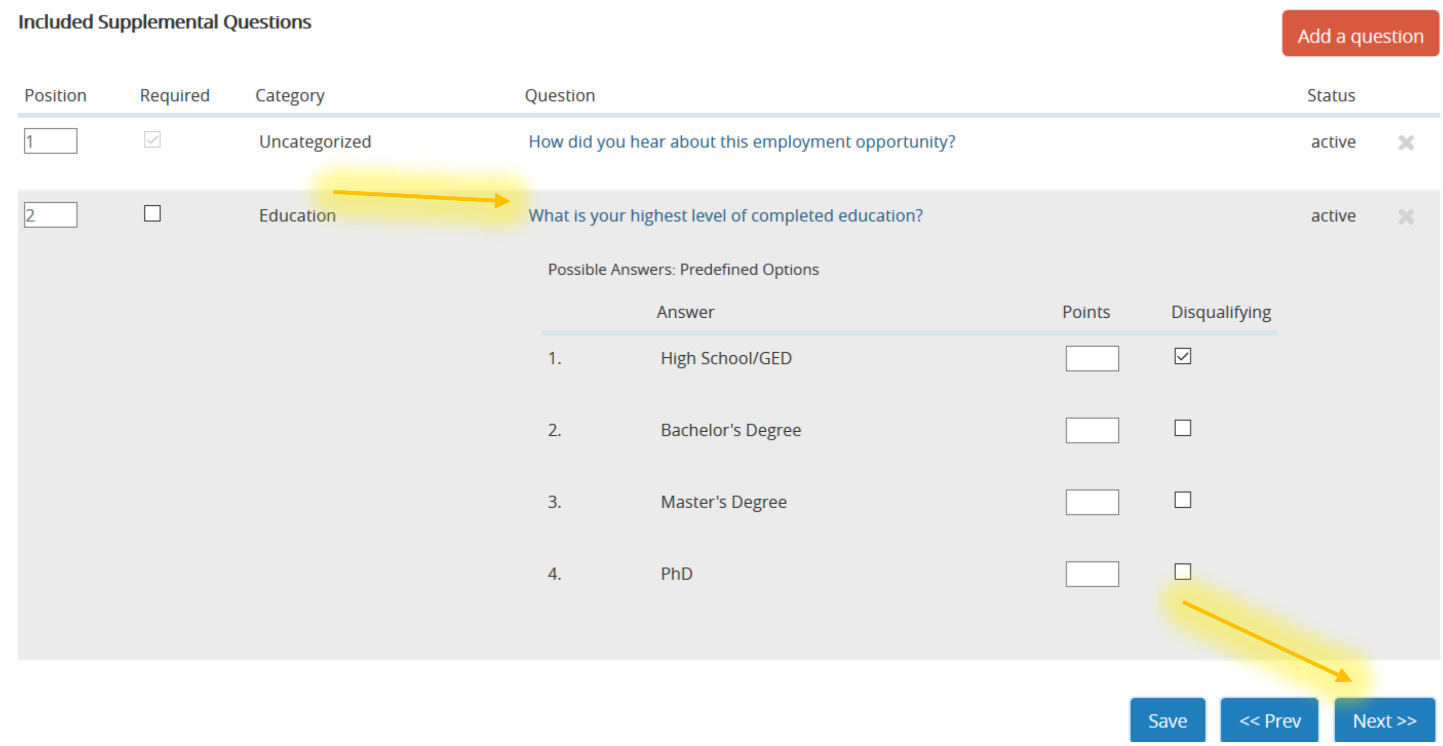
2) Type question in the “Keyword” box and hit enter. If any words related to the question is in the database, the question will appear on the screen. Click the small box next to the question to add it to your posting then submit.



Repeat step to add additional pre-loaded questions.

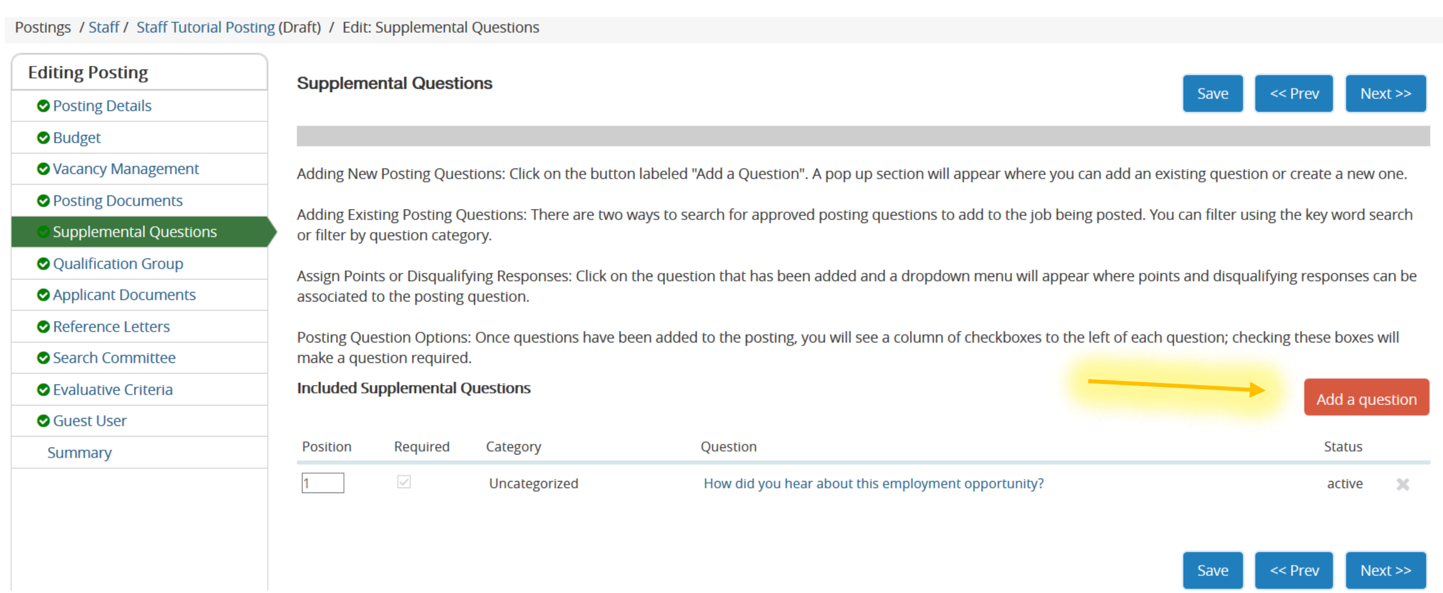
Supplemental Questions continues on next page.

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".



Creating Own Question(s)

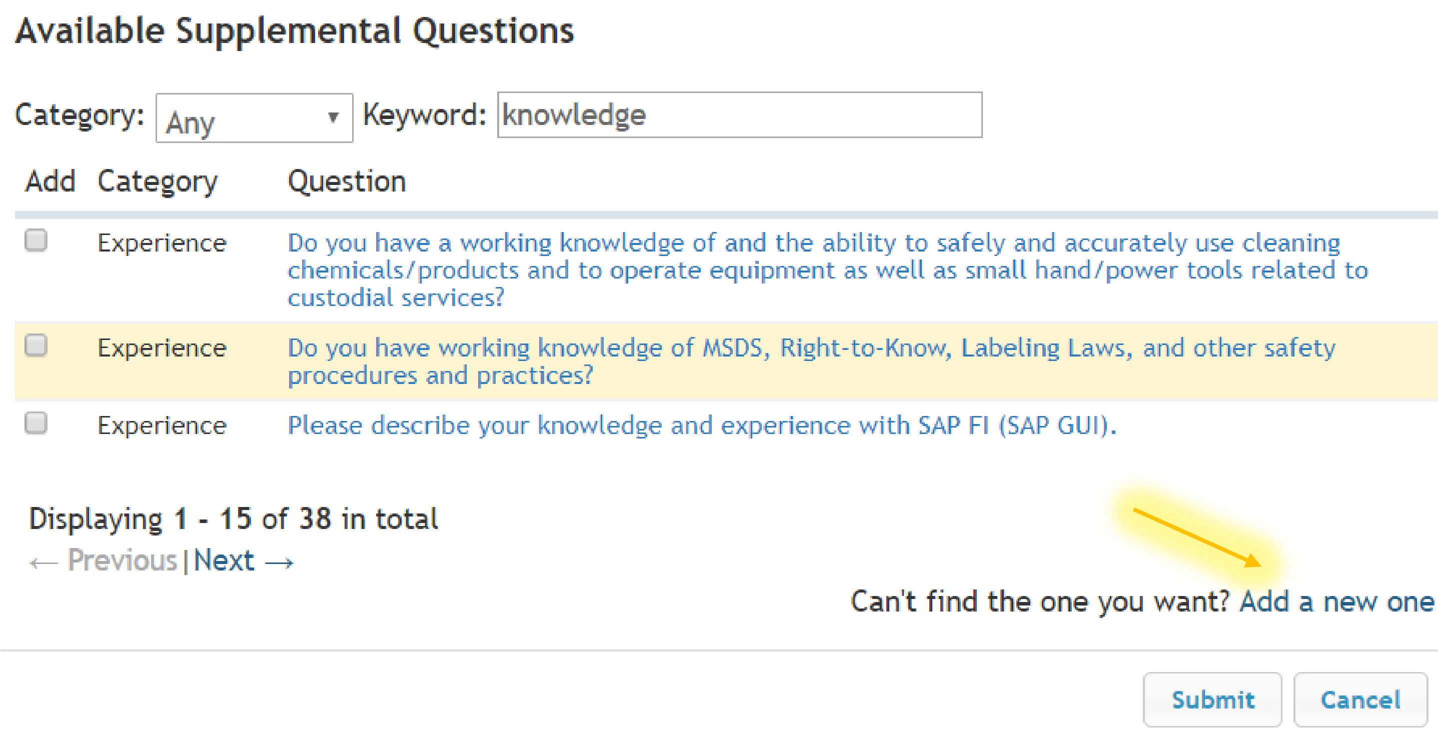
To create your own question, click the "add a question" button.



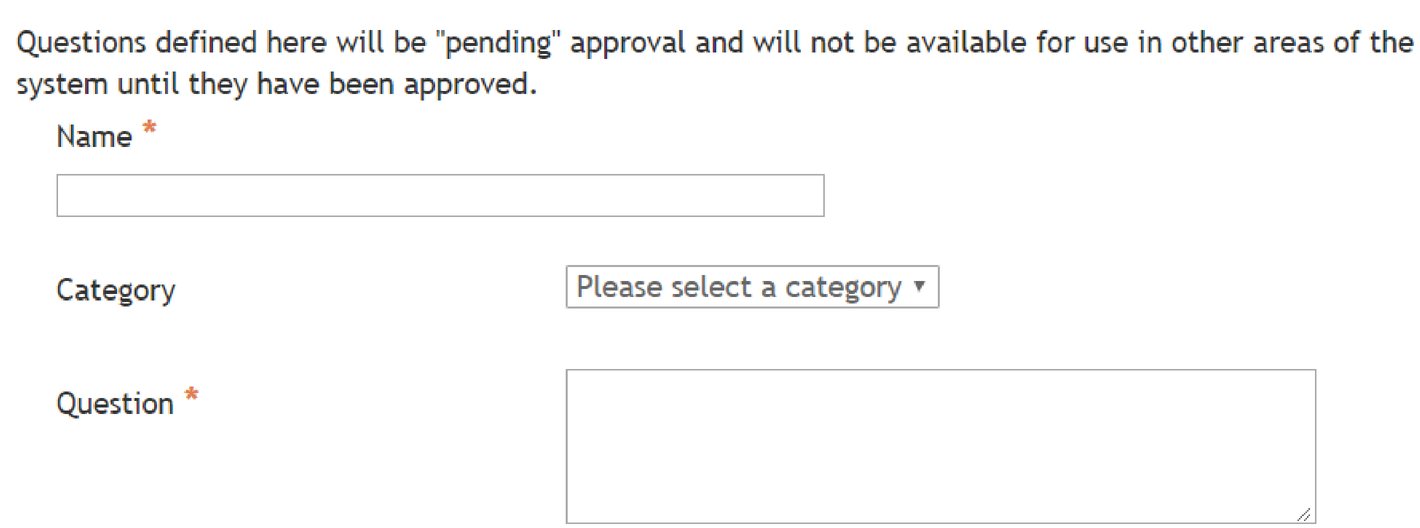
Create Own Question(s) continued on next page.

Creating Own Question(s)

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



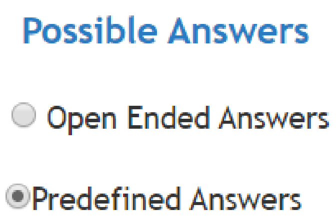
Type in the name of your question in the "name" box, select question category from the category drop-down box and choose a question type (education or experience), then type the question into the question box.



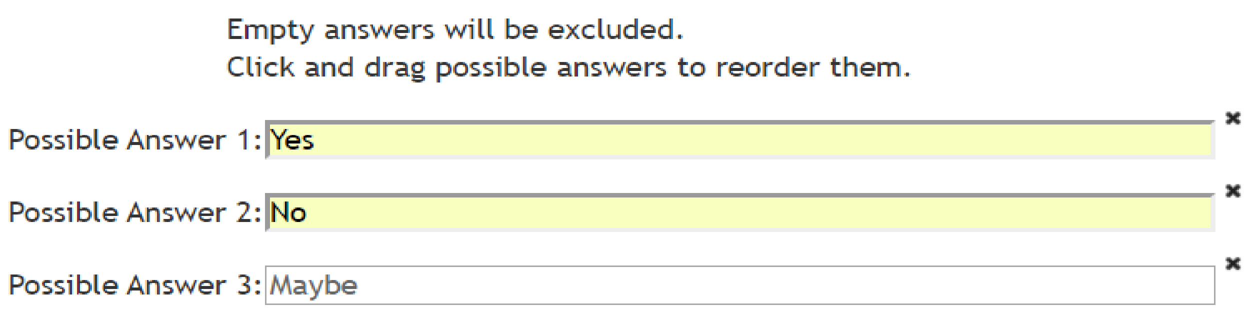
Create Own Question(s) continued on next page.

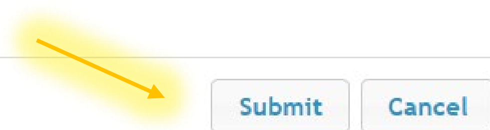
Creating Own Question(s)

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.



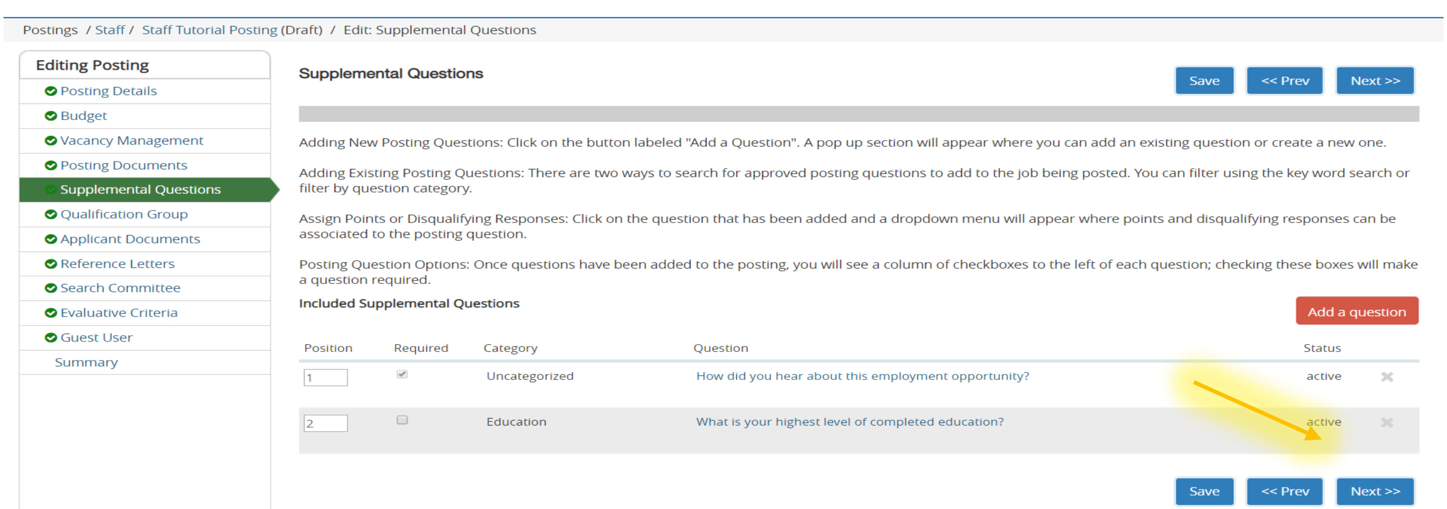
Type answers to your question(s) in the boxes below. If additional slots needed, hit the enter key. Click "submit" when complete.



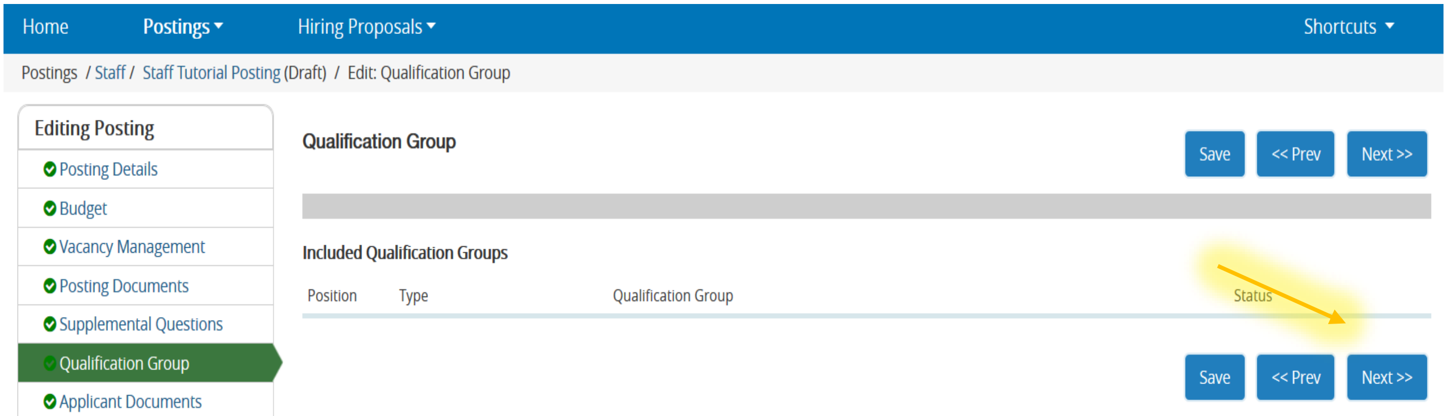


Note: Newly created question will require HR/Affirmative Action authorization. These questions will be approved/denied before posted. HR will notify you of denied questions.

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

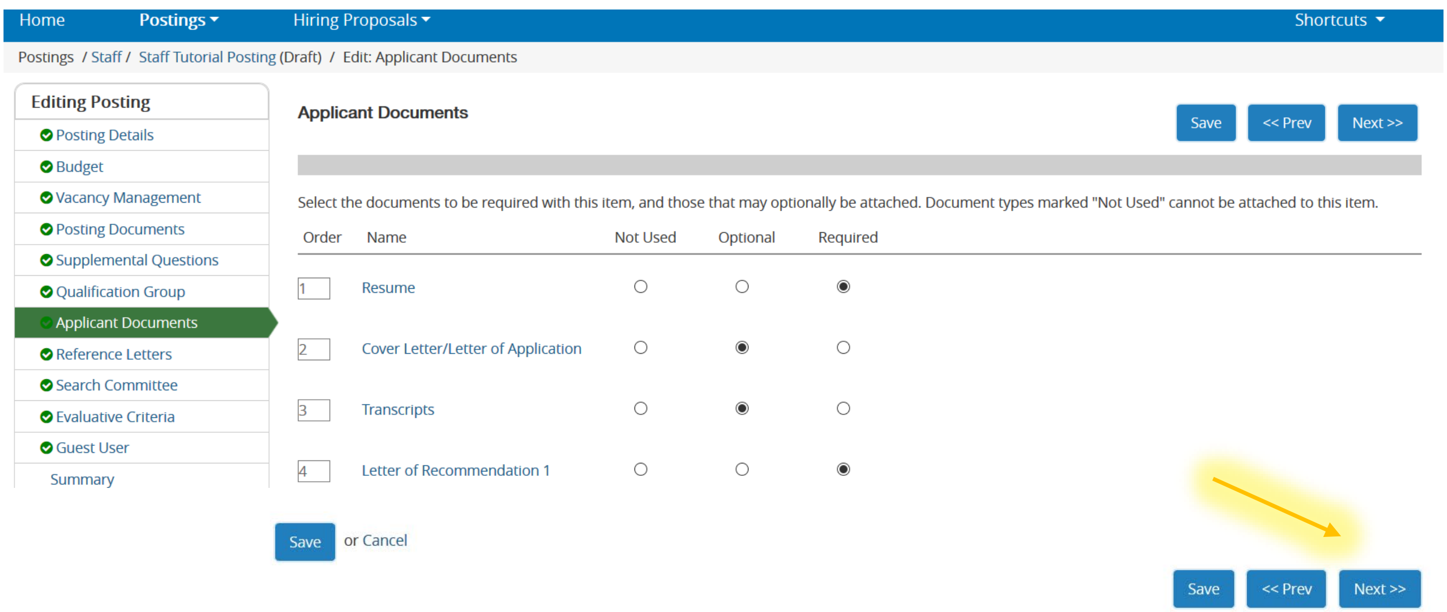


SKIP QUALIFICATION GROUP Section



Applicant Documents

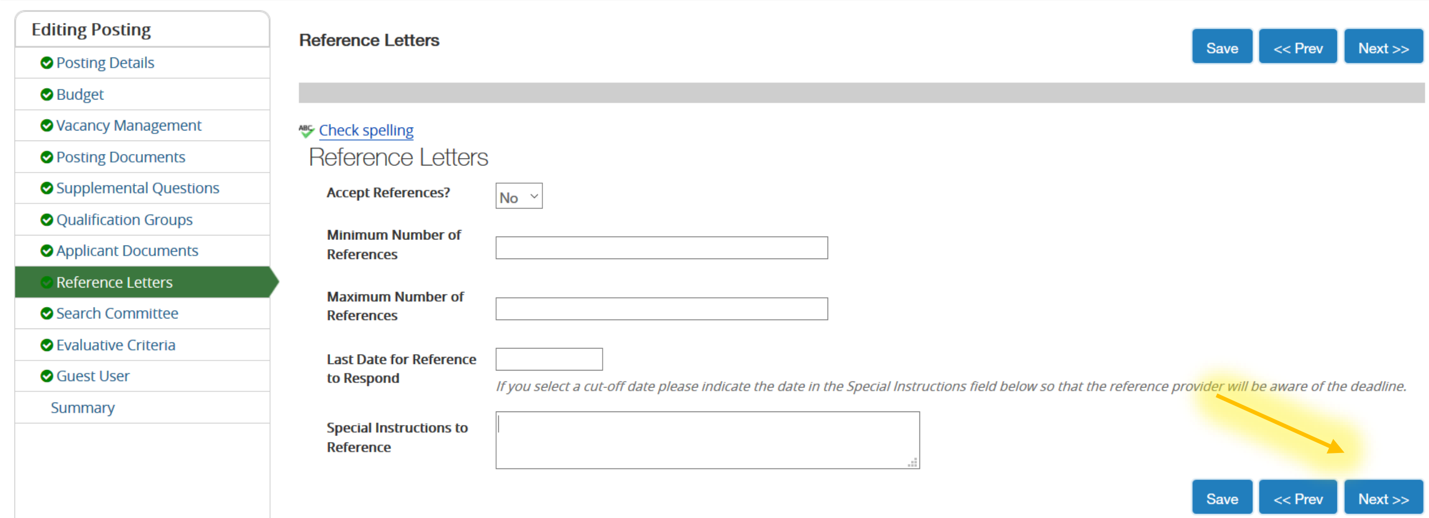
You can choose to make documents optional or required from a list of pre-loaded document types by clicking the radio button next to the document type. If you do not see the document(s) needed you can send a request to marks@nku.edu or franzenla@nku.edu. Click next when complete.



Reference(s) Letters next page.

Reference Letters

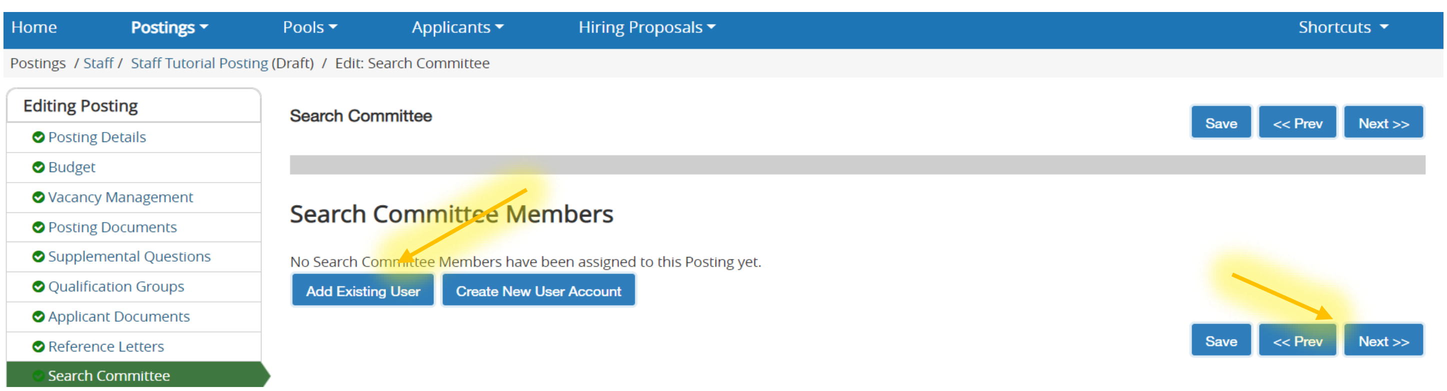
SKIP THIS SECTION (use the reference document(s) option on the prior page). This option is utilized when you prefer emails sent directly to the reference source to request information on the applicant. Note: Although this is a good option, this option may slow down the information gathering process. 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.



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 are added in the guest user section.)

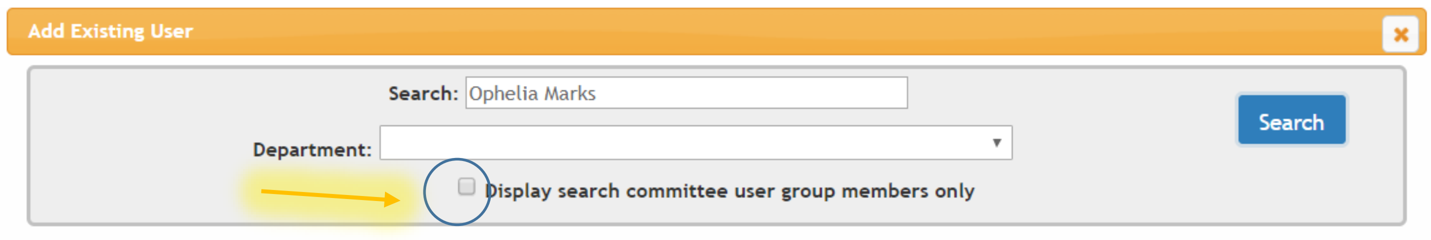
To add a search committee member click "add existing User" then click next.



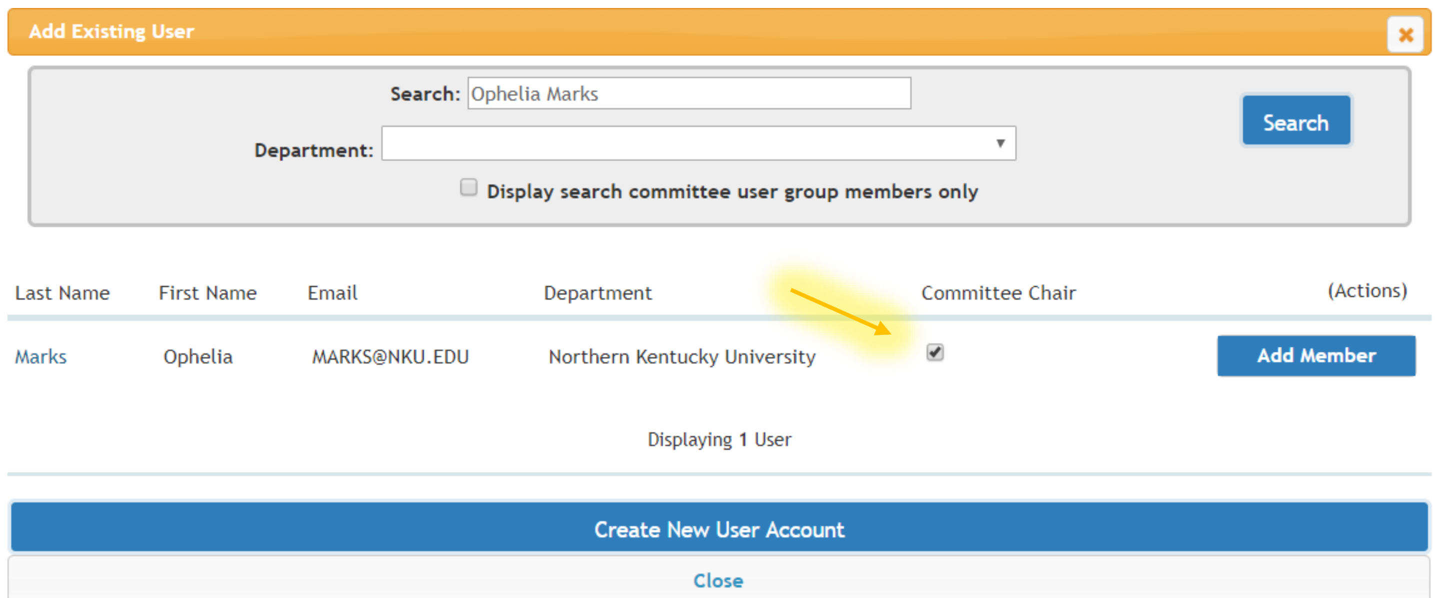
Search Committee Members continued on next page.

Search Committee Members

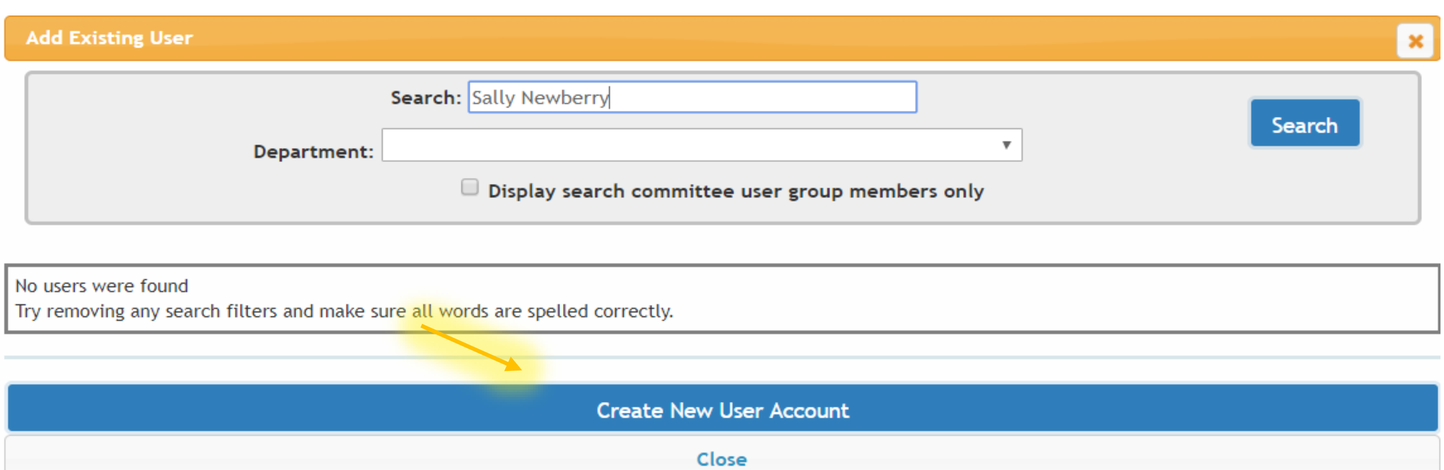
Most NKU Faculty and Staff are listed in the member directory. Uncheck the "display search committee user group members only" box. Type the individual's full name in the "Search" box.



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.



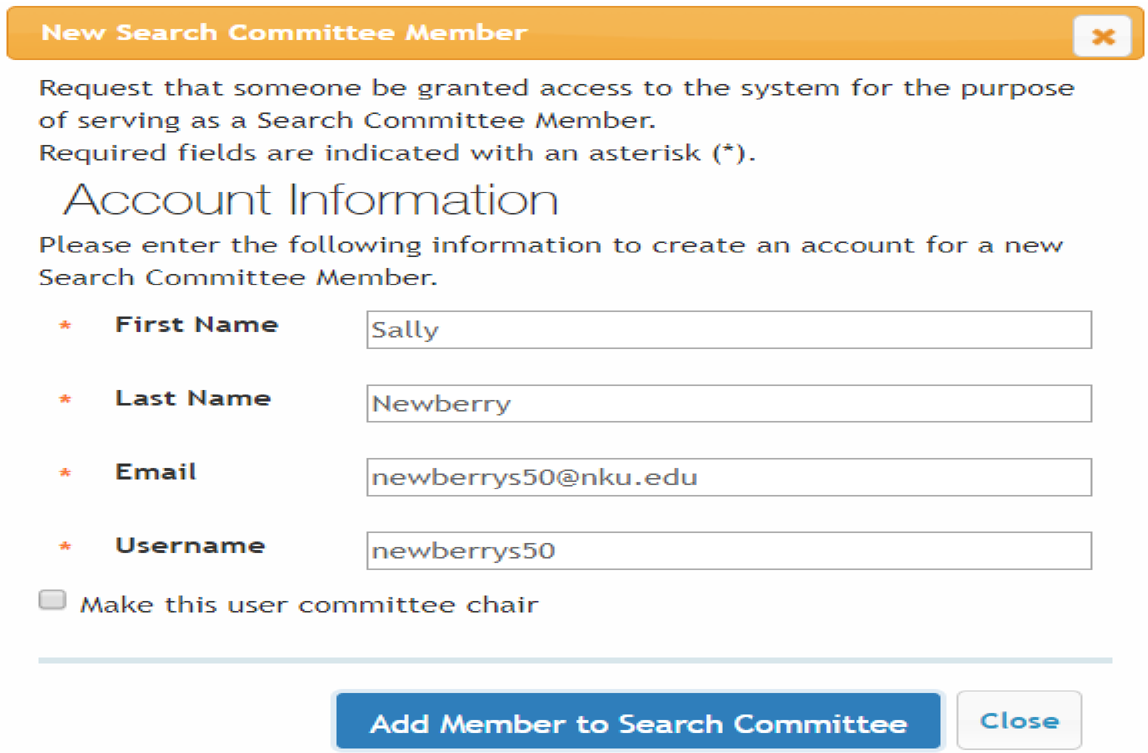
If you enter a name that is not in the member listing, click "Create New User Account". (Do not enter students or external individuals.)



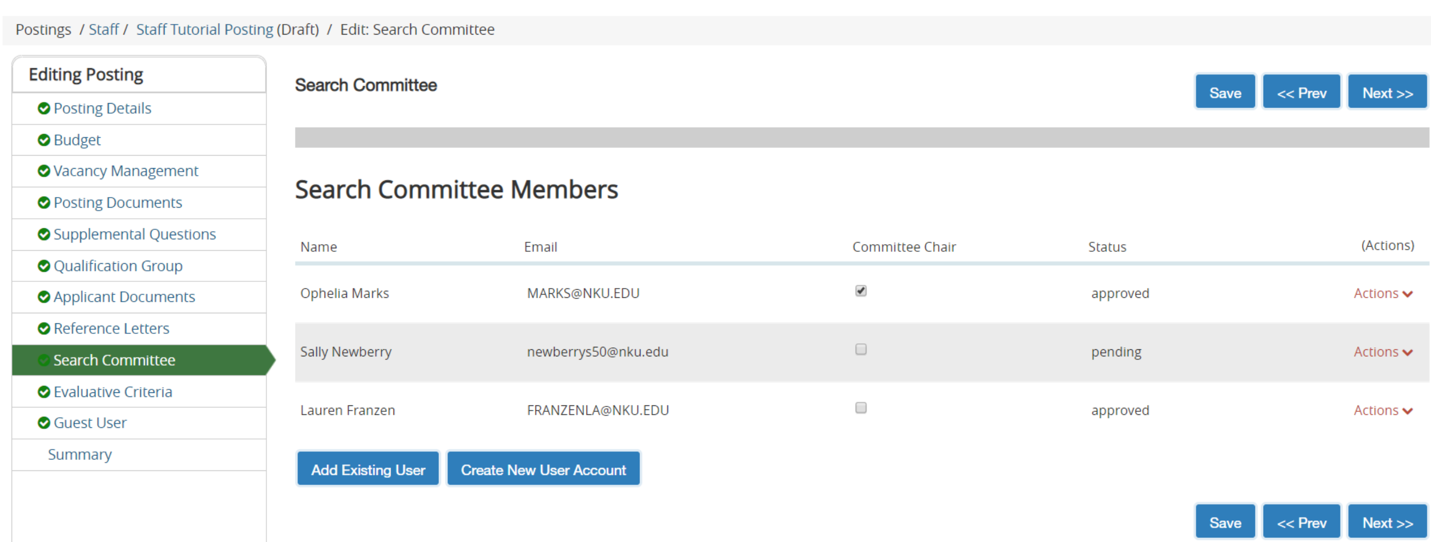
Search Committee Members continued on next page.

Search Committee Members

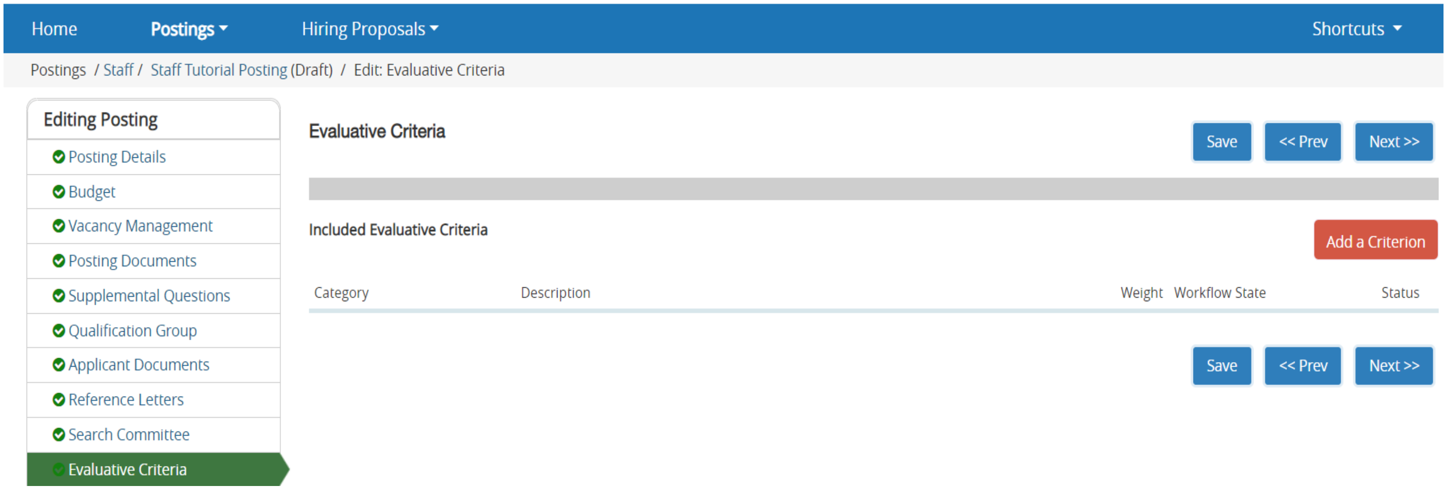
All fields are required. You can get this information from the NKU Find-it directory. (Note: If this will be the search chair, click the "Make this user committee chair box". Click "add member to search committee" when complete. HR will be notified of your selection and approve your request before posting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



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.



SKIP EVALUATIVE CRITERIA Section

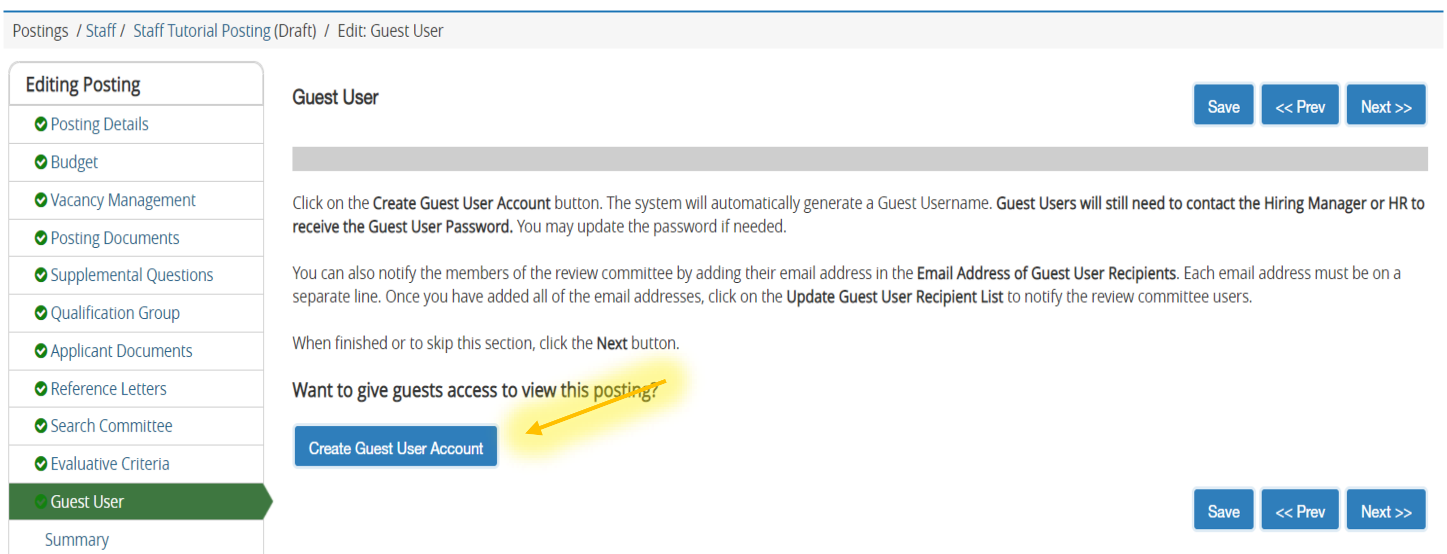


Click next to continue.

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.

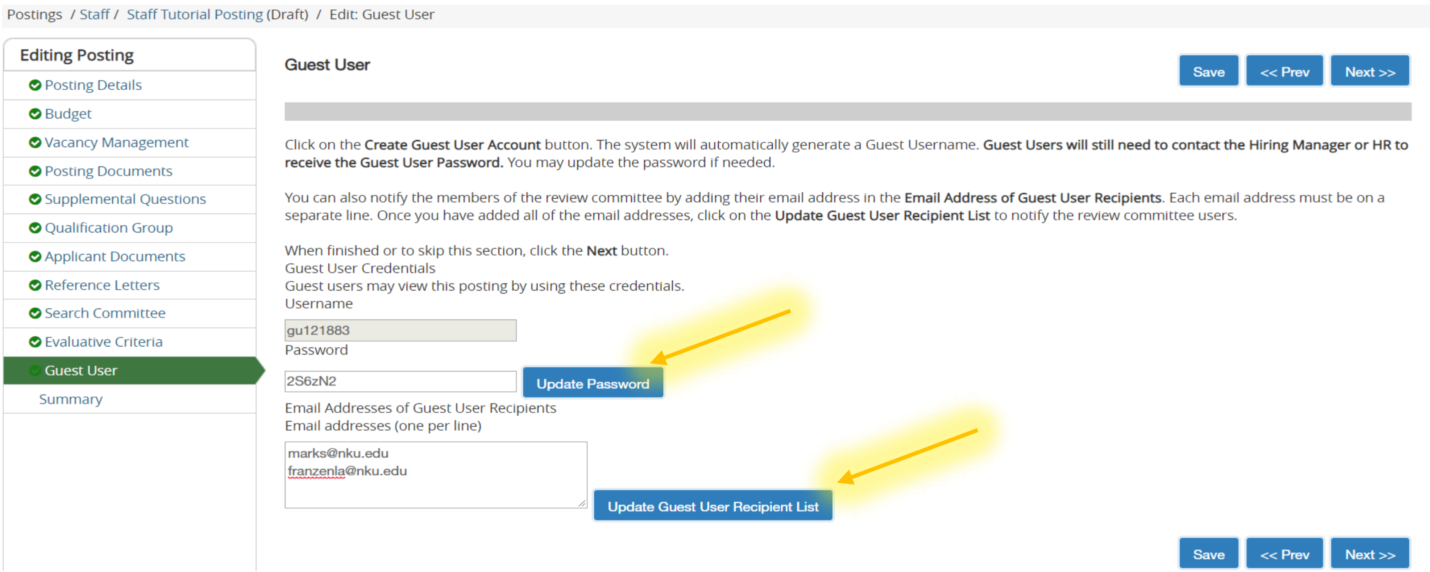


Guest User

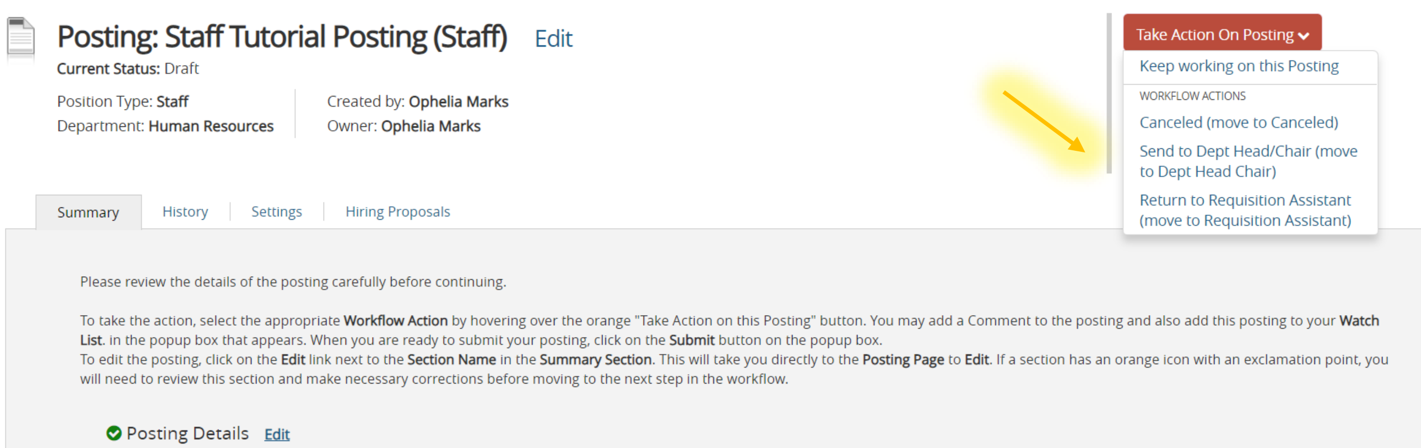
A system-generated username and password will be assigned. We suggest changing the password to something that is posting/department specific. Then click update password. (The guest username cannot be altered.)

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.



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



Next Steps for Posting

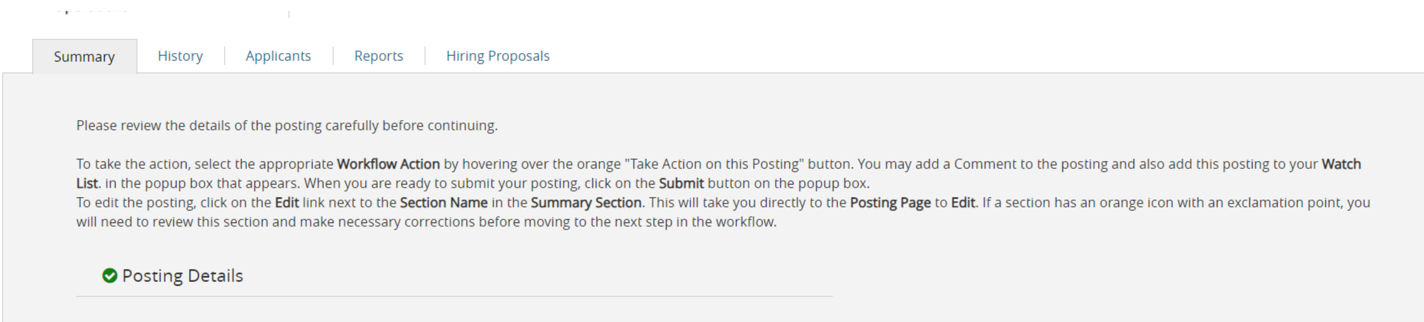
Once posting obtains required managerial approval, HR will activate the posting.

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

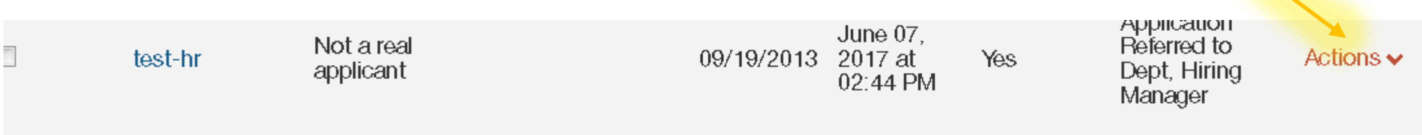
SELECTING FOR INTERVIEW AND HIRING PROCESS

How to Select Applicants for Interview

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

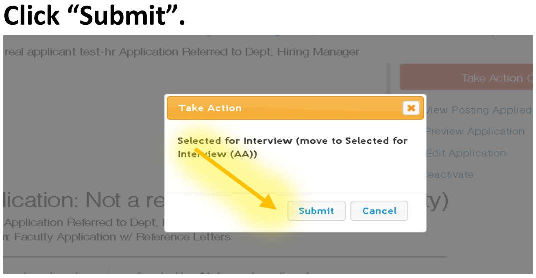


1) **Click on "Actions" drop-down link to the right of applicants name and select "view application" or click the applicant's name.**



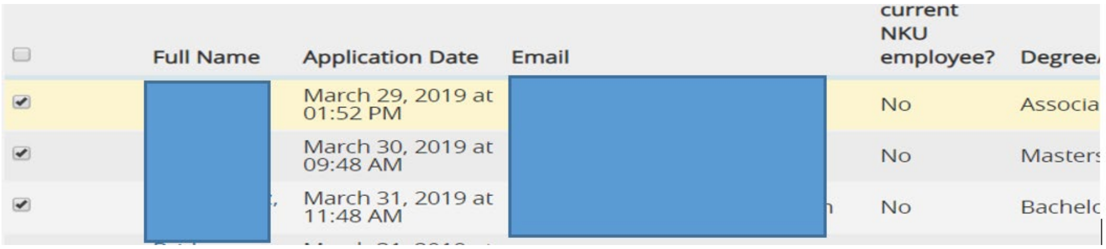
2) **Hover over the red "Take Action on Job Application" button and select "select for interview".**

3) **Click "Submit".**

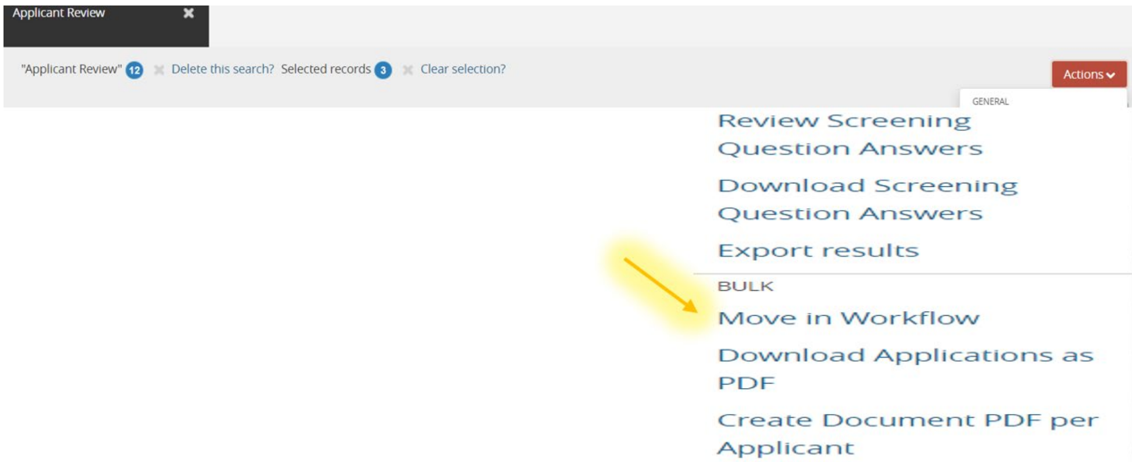


Affirmative Action will review and approve your selections. If there are any concerns with the selections, someone will reach out to you. You will receive a notification when approved to proceed with interviews.

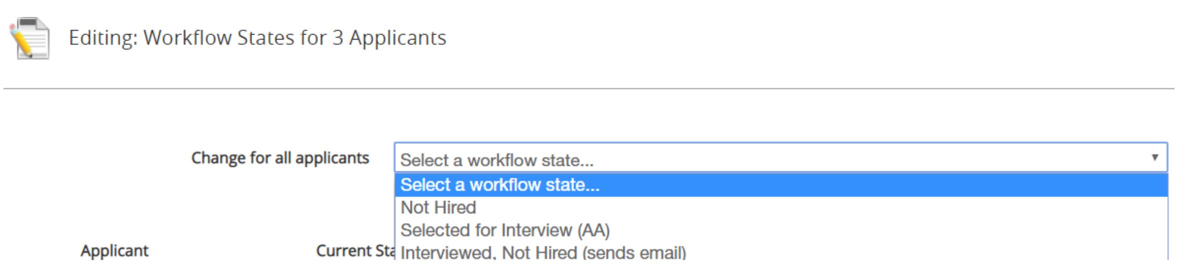
4) If you want to change multiple status at the same time. Click the boxes next to each candidate's name. (Note: you can only do one page at a time).



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".



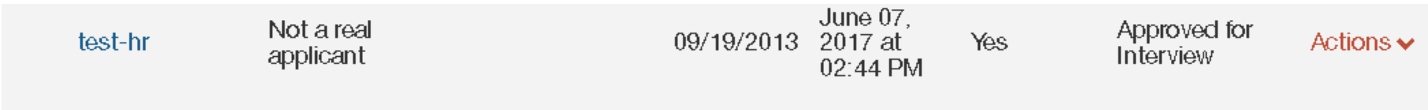
Next, click the drop-down box for "Change for all applicants" and choose "Select for Interview (AA)". This will change the statuses for all selected. Click "save changes" when done. Note: if you have applicants on multiple pages, you can only perform this operation one page at a time.



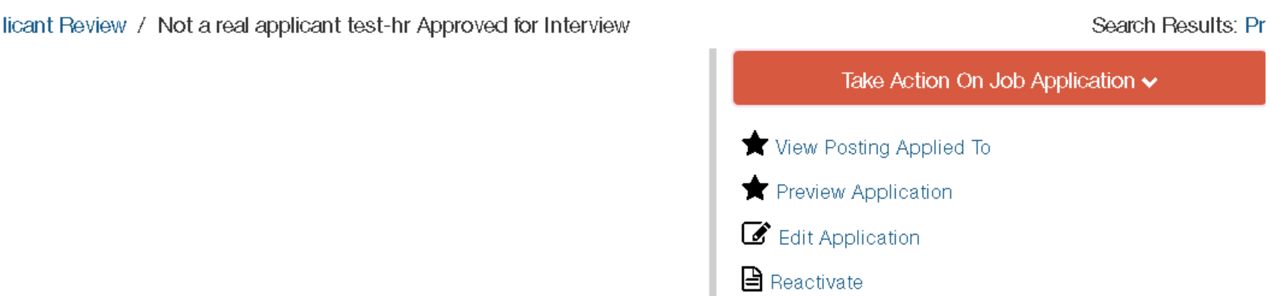
RECOMMENDING FOR HIRE ON NEXT PAGE

RECOMMENDING FOR HIRE

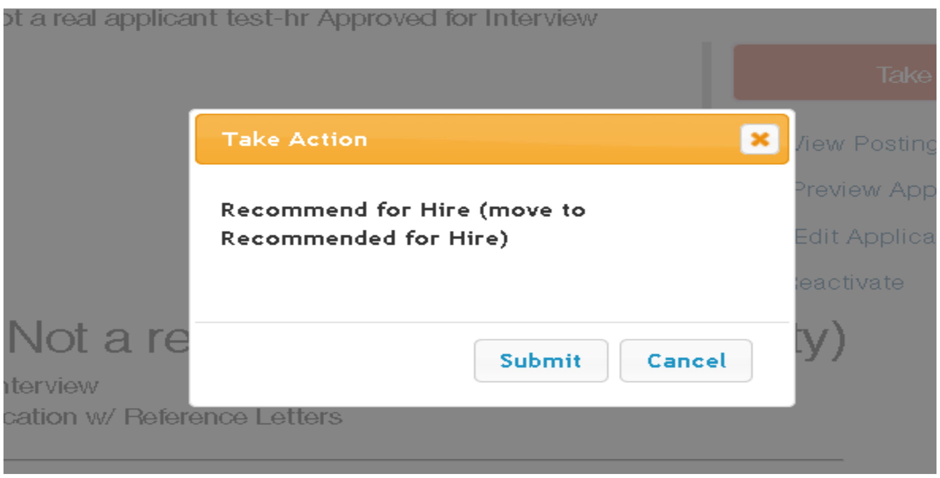
1) Open the application of the person you wish to hire. Click on the red "Actions" drop-down to the right of their name and select "view application".



2) Hover over the "Take Action on Job Application" button (upper right corner) and select "recommend for hire".



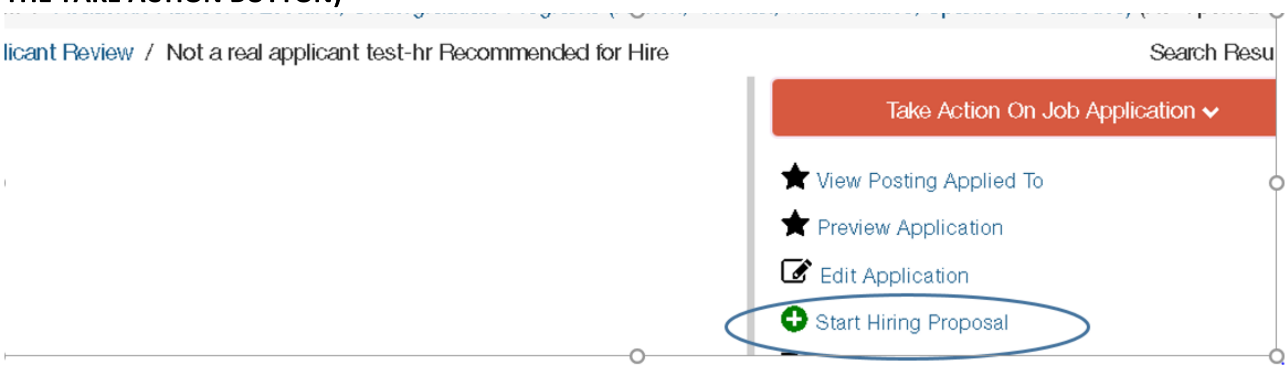
3) Click submit.



HIRING PROPOSAL NEXT PAGE

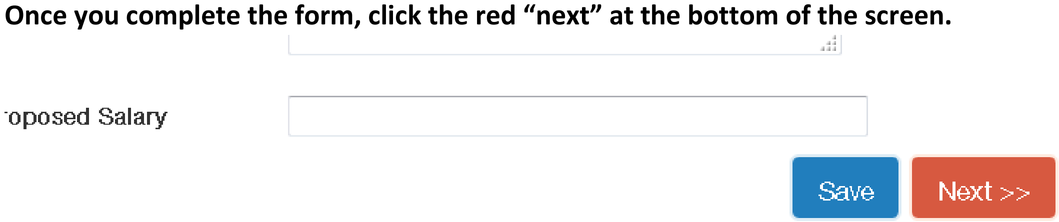
HIRING PROPOSAL

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)**

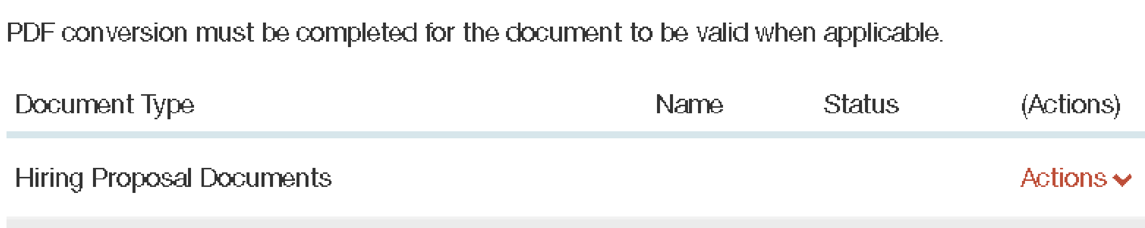


5) **Click the blue "Start Hiring Proposal" button and fill out the form.**

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



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.**



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.