If you do not currently have access, please send a request to marks@nku.edu.

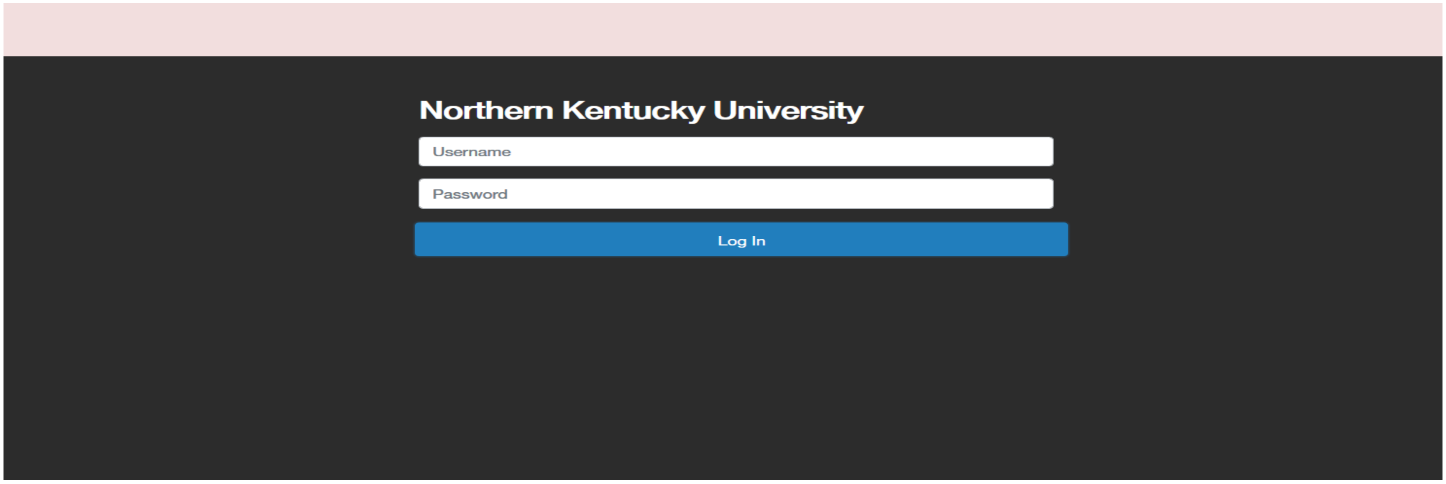
HOW TO CREATE STUDENT POSTINGS

VIEWING AND SELECTING APPLICANTS FOR HIRE

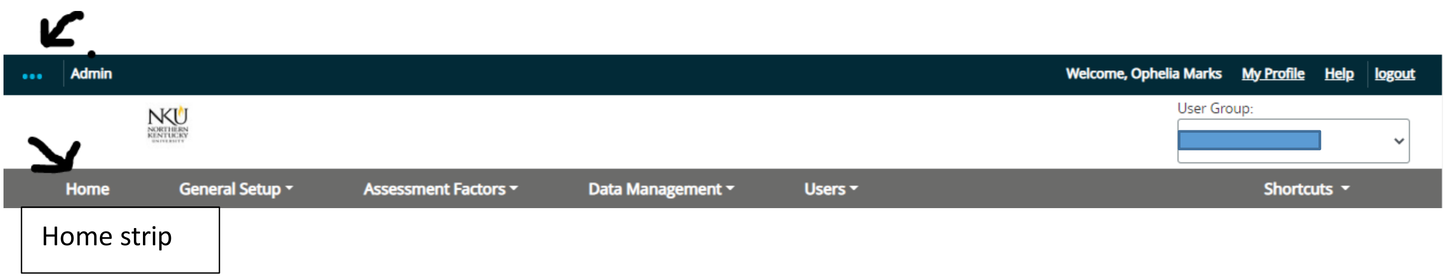
How to use People Admin – STUDENT POSTINGS

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.



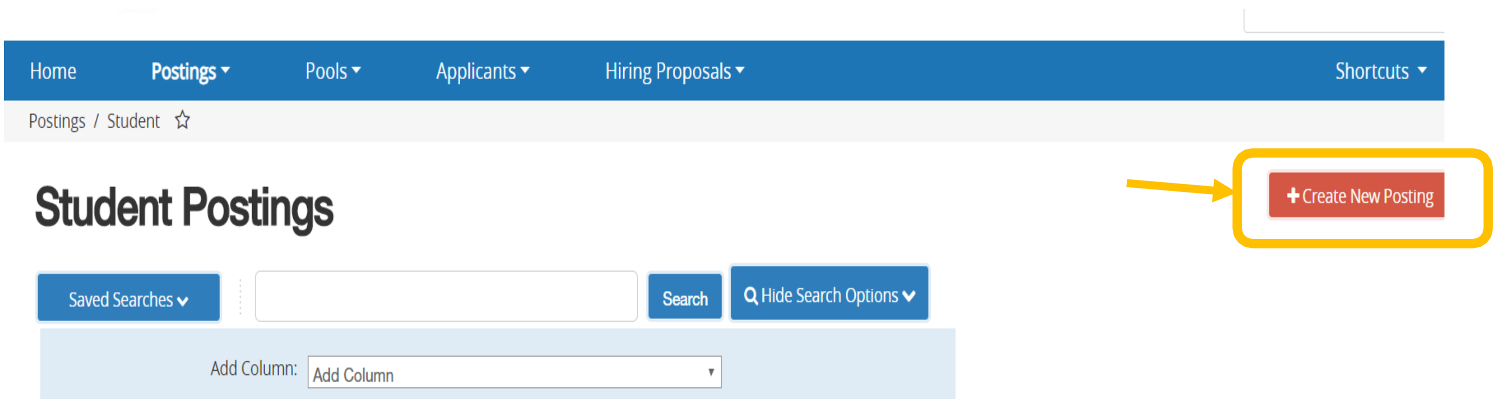
Once logged in, your screen may look like the one below. If the "Home" stripe is gray, click on the 3 dots in the upper left corner and select "Applicant Tracking System" and the stripe will turn blue. If the "Home" stripe is blue, go next step.

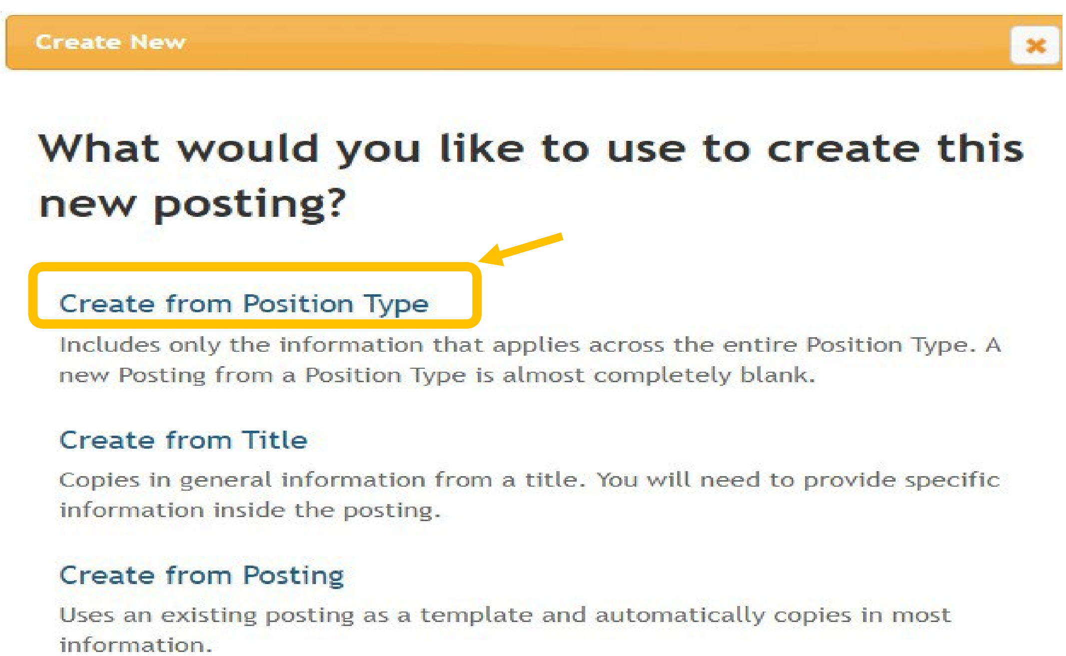


Be sure you are in the proper "role" to view/create postings. Make sure the user group box displays the correct role for you. Use the dropdown arrow in the upper right corner of the page to select the correct role (i.e. Search Committee Member, Faculty Hiring Manager, Staff Hiring Manager, Student Hiring Manager, etc.).

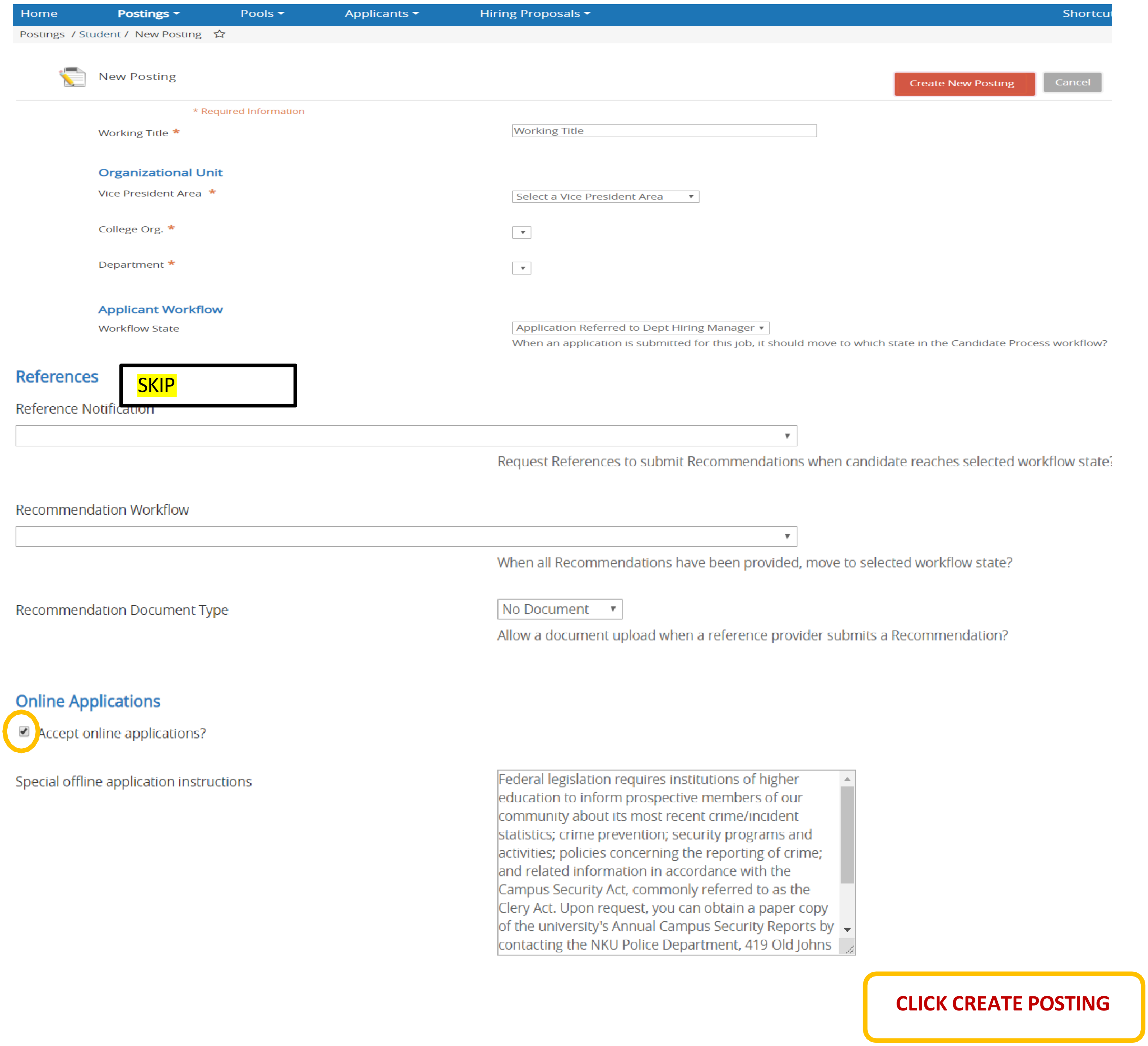
Next, click on the "postings tab" and select "student". Note: those with multiple roles will show different posting types.

You will see a red "create new posting" button to the right of the page. Click that. Next, select "create from Position Type" for brand new postings; if you want to re-open a previous posting, send an email to marks@nku.edu.

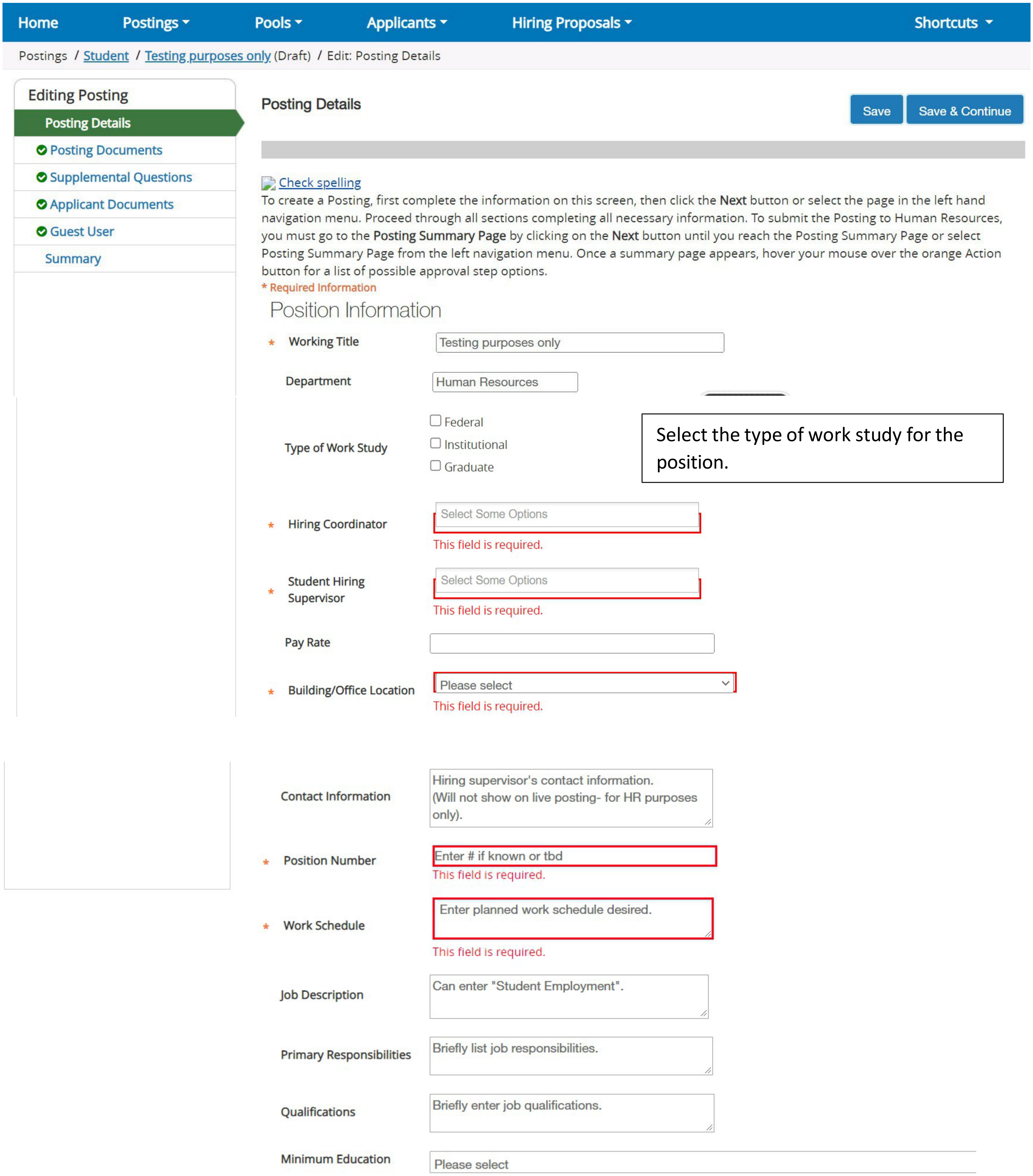




Enter the name of your posting in the "working title" box. Select your department information in the VP, College Organization and Department sections (as indicated). Applicant Workflow –select "Application Referred to Dept Hiring manager". Skip the reference sections and click create posting at the bottom of the page.



The next few pages will look similar to the one below. <u>You must provide information in the red highlighted sections</u> (with the exception of position number if you do not have it. You can enter "tbd" for now. However, follow-up with Student Financial Assistance to obtain a position number). Fill in as much info as possible in remaining areas pertaining to your posting. Click "Next" at bottom of page.



Home | Postings | Pools | Applicants | Hiring Proposals | Shortcuts

Postings / Student / Testing purposes only (Draft) / Edit: Posting Details

Editing Posting
- Posting Details
- Posting Documents
- Supplemental Questions
- Applicant Documents
- Guest User
- Summary

Posting Details

Save | Save & Continue

Check spelling

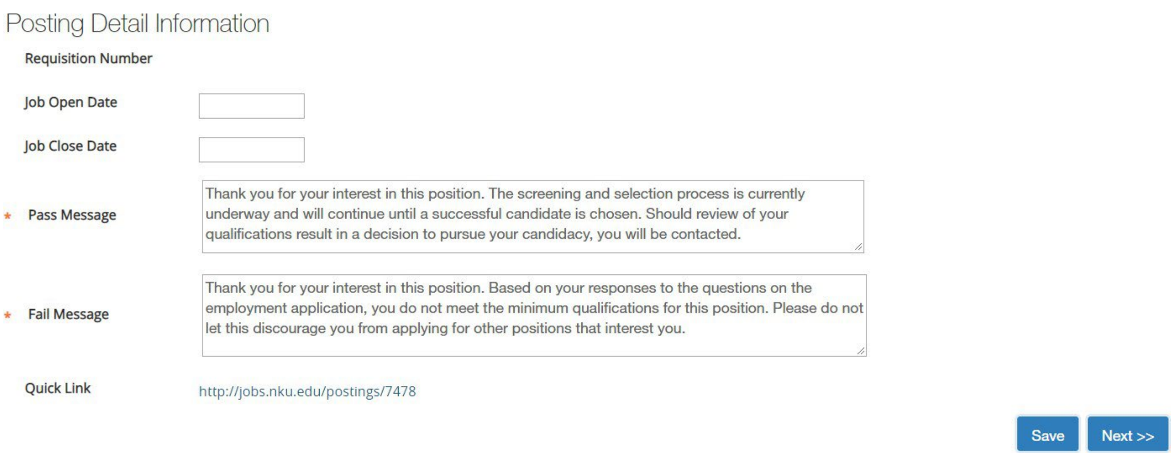
To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** 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	Testing purposes only
Department	Human Resources
Type of Work Study	☐ Federal ☐ Institutional ☐ Graduate
* Hiring Coordinator	Select Some Options This field is required.
* Student Hiring Supervisor	Select Some Options This field is required.
Pay Rate	
* Building/Office Location	Please select This field is required.
Contact Information	Hiring supervisor's contact information. (Will not show on live posting- for HR purposes only).
* Position Number	Enter # if known or tbd This field is required.
* Work Schedule	Enter planned work schedule desired. This field is required.
Job Description	Can enter "Student Employment".
Primary Responsibilities	Briefly list job responsibilities.
Qualifications	Briefly enter job qualifications.
Minimum Education	Please select

Select the type of work study for the position.

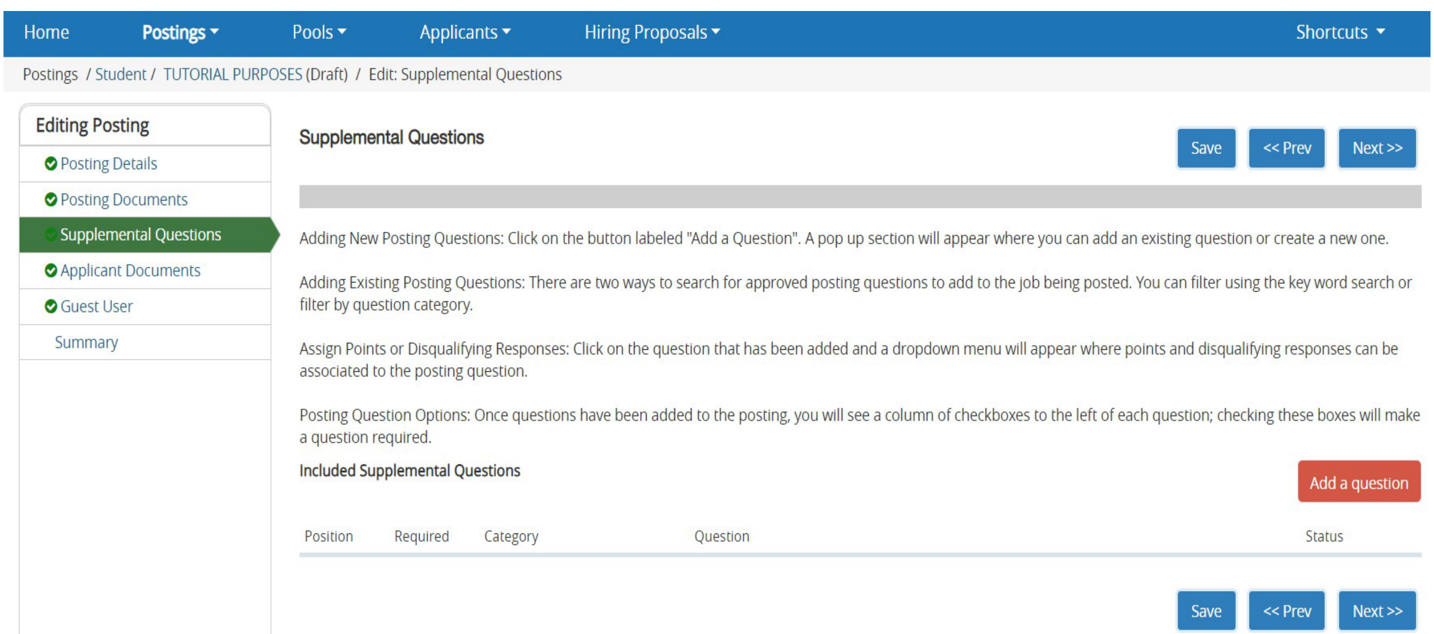


SKIP "POSTING DOCUMENTS" SECTION

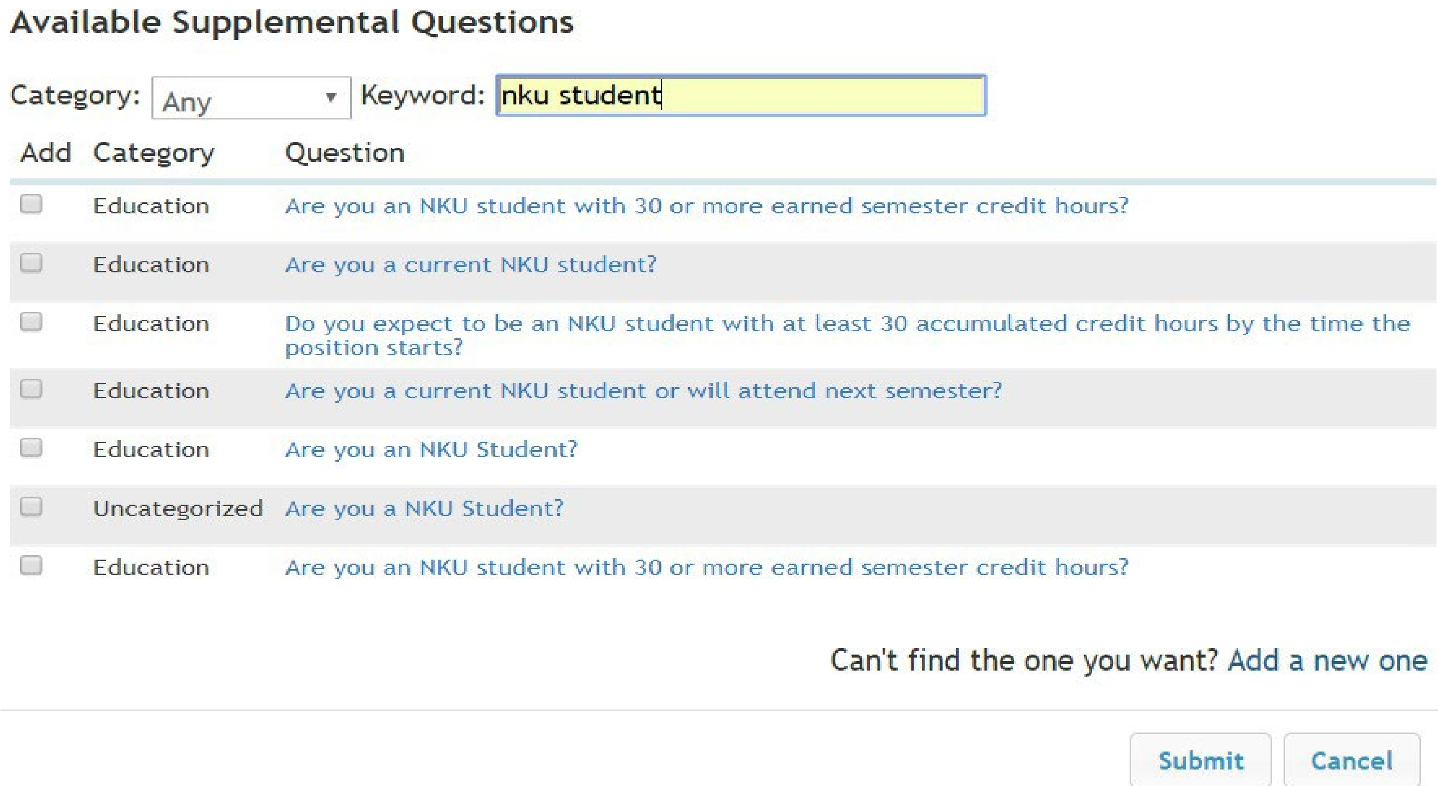
SUPPLEMENTAL QUESTIONS PAGE:

You can add questions to assist with the screening process. There is a database of questions available for use or you can create your own. You can also send an email to marks@nku.edu to have a question added.

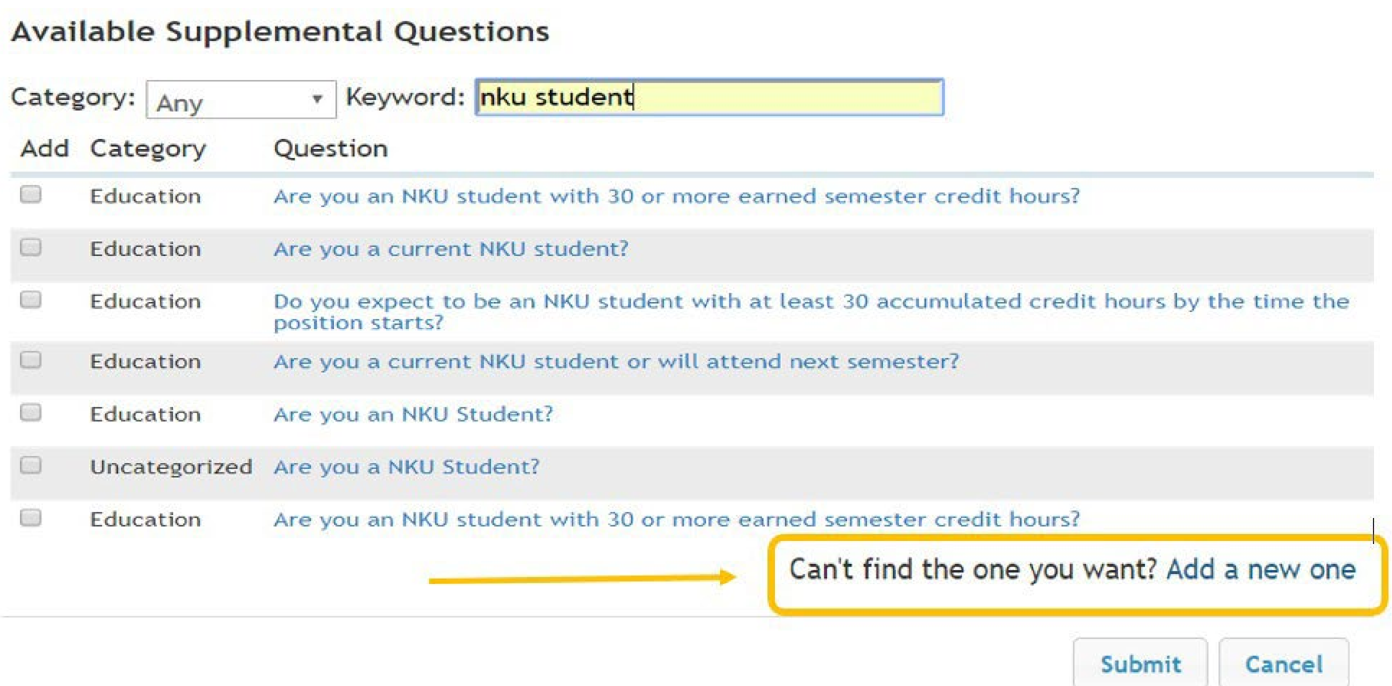
1) Adding an existing database question – click "add a question" button.

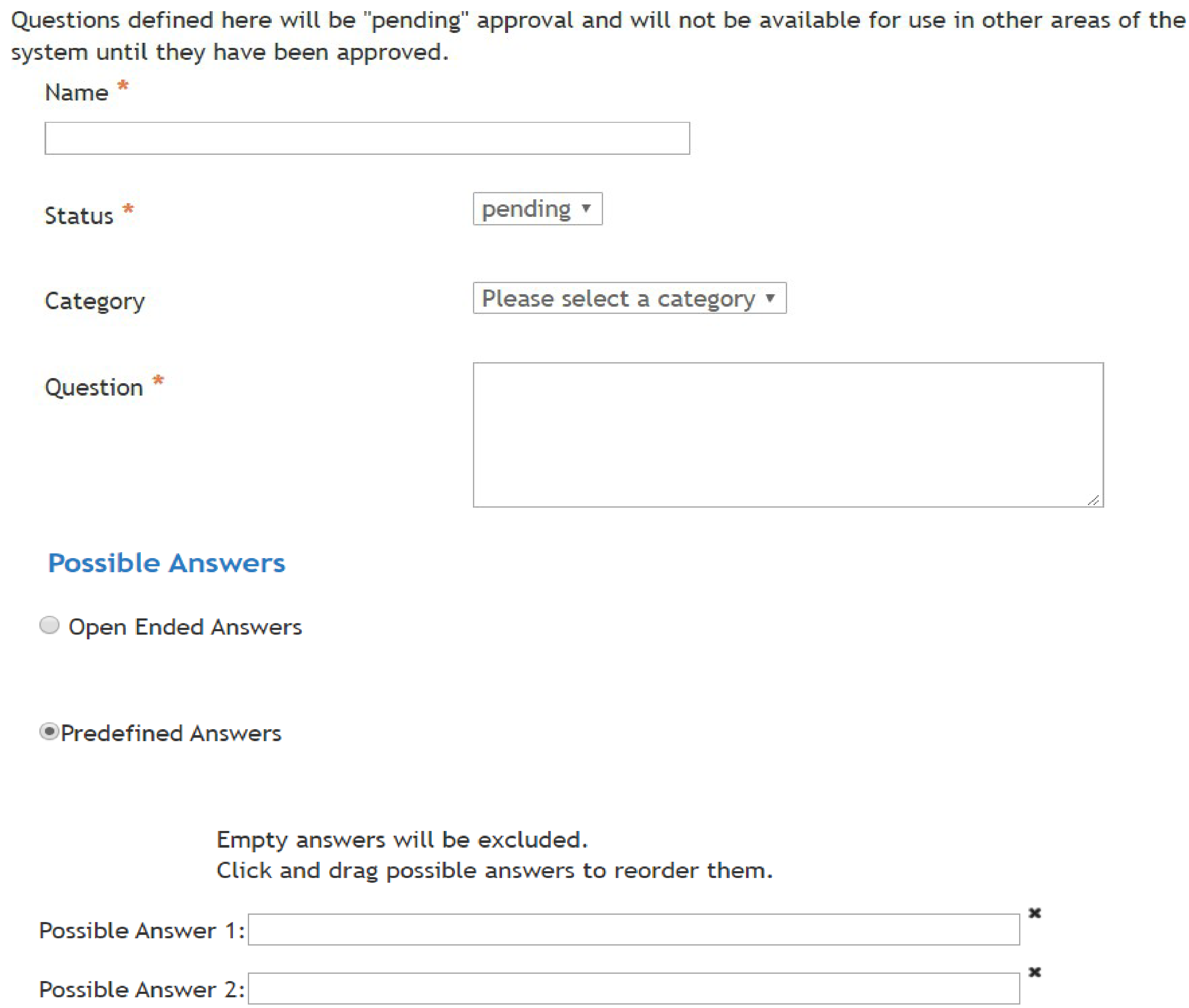


2) Type question in the "Keyword" box and hit enter. If any words in your question is in the database, the question will appear on the screen. Click the small box next to the question to add it to your posting then submit. See next page for instructions to add a newly created question.

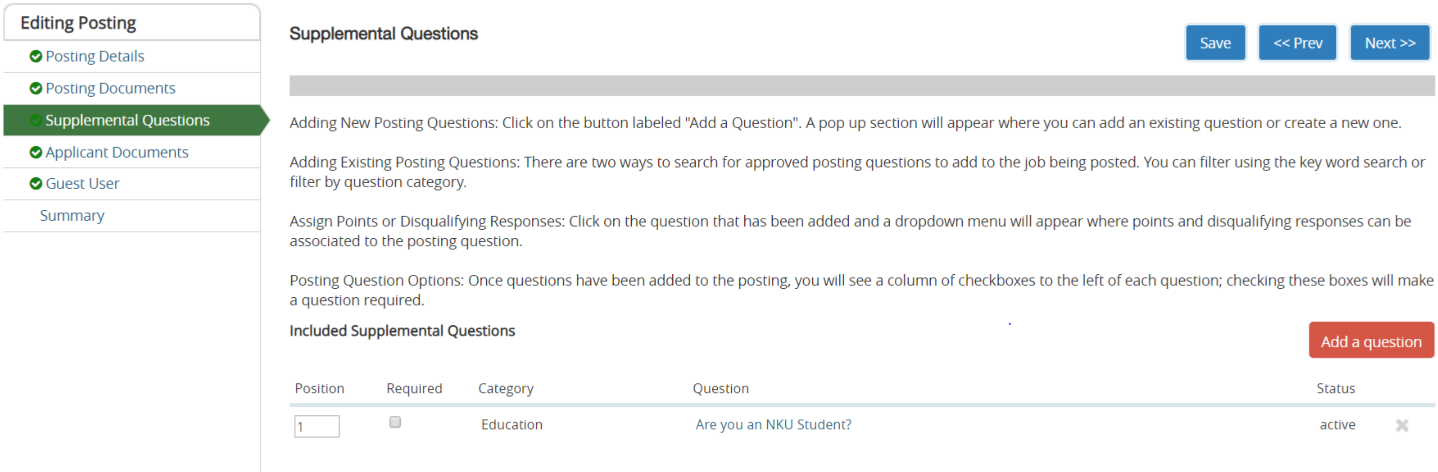


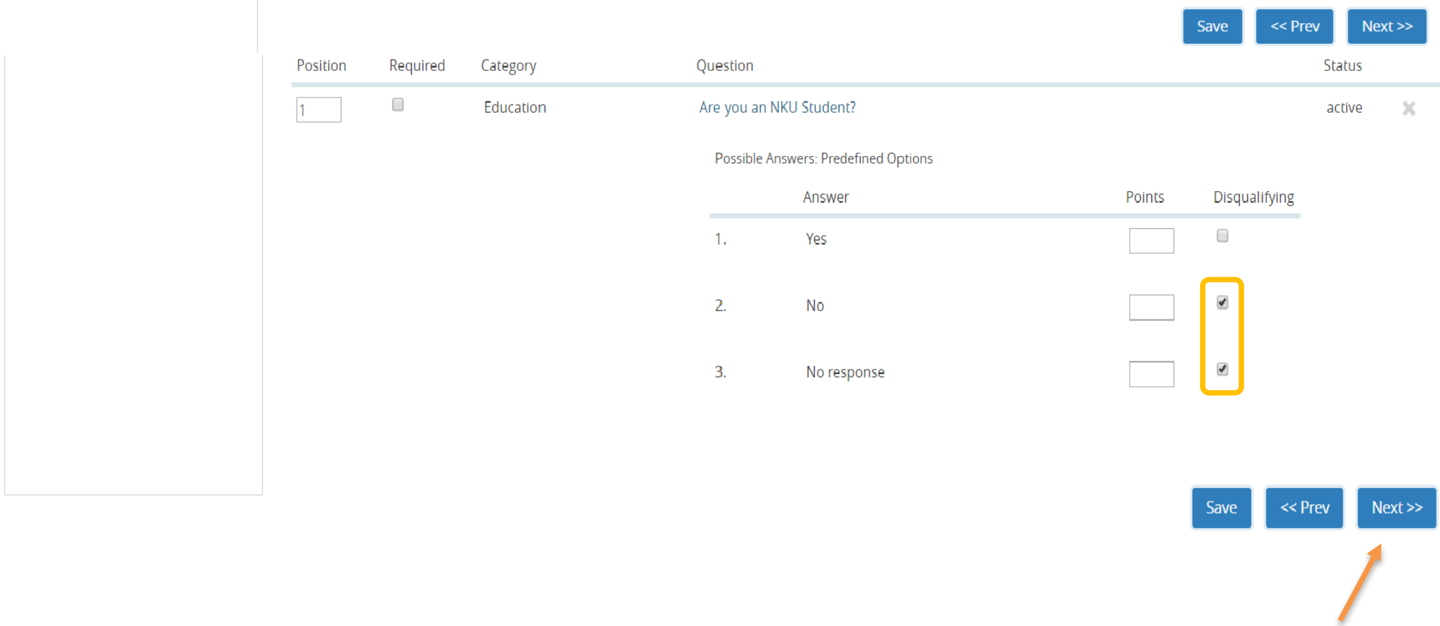
If the question does not exist, click "Add a new one" at the bottom of the page to create a brand new one.





Next: To make questions valid, click on the title of the question, check the boxes activate disqualifications, then click SAVE, then next.

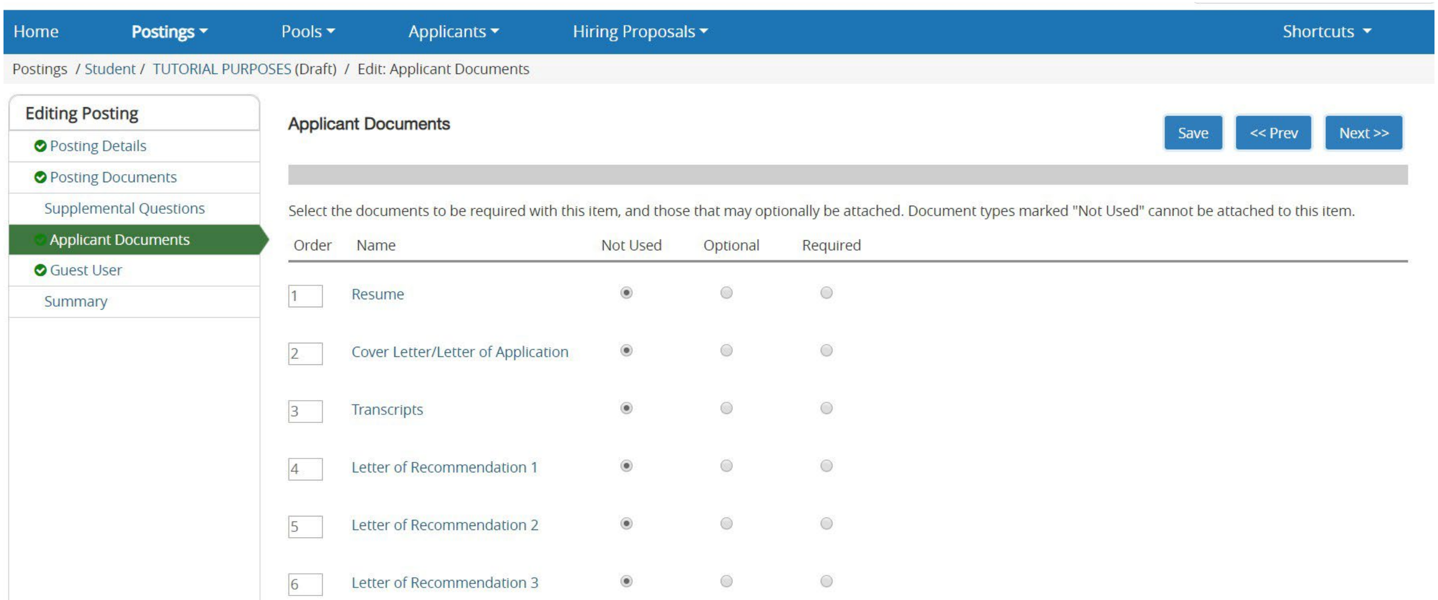




Applicant Documents Section on next page.

APPLICANT DOCUMENTS SECTION:

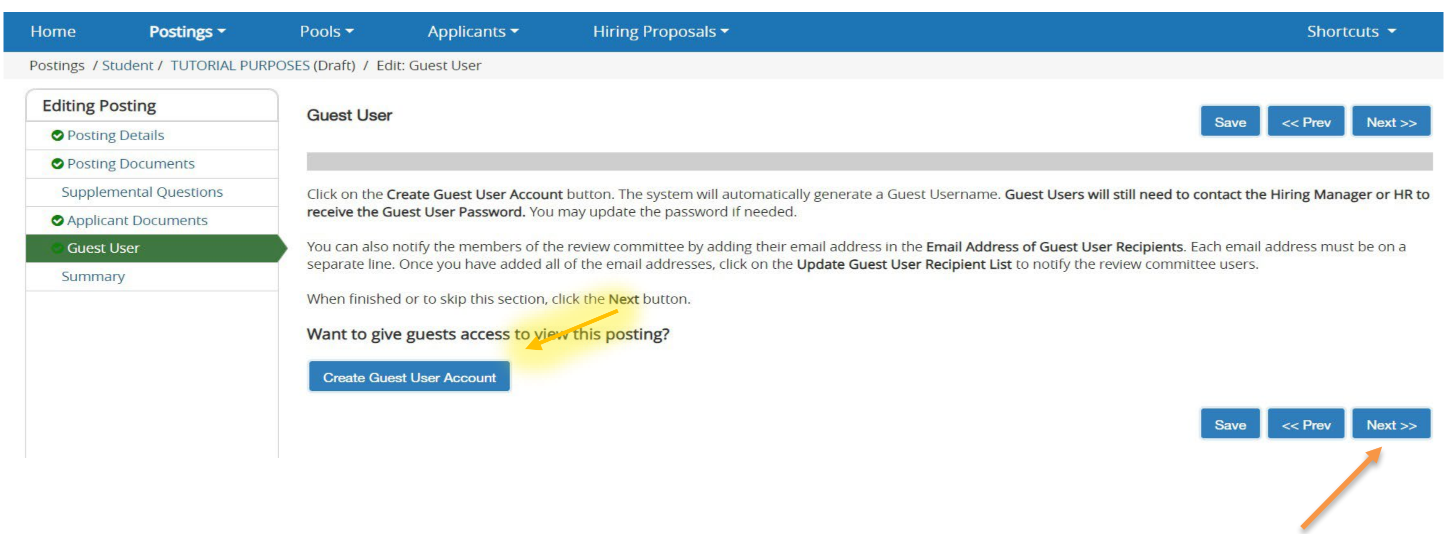
You can select any documents you wish the student to upload. Simply click the radio button of documents to be optional or required to apply. Then click save. If the document title is not listed, send an email to marks@nku.edu with your request and we can add to the list.



GUESS USER (not mandatory)

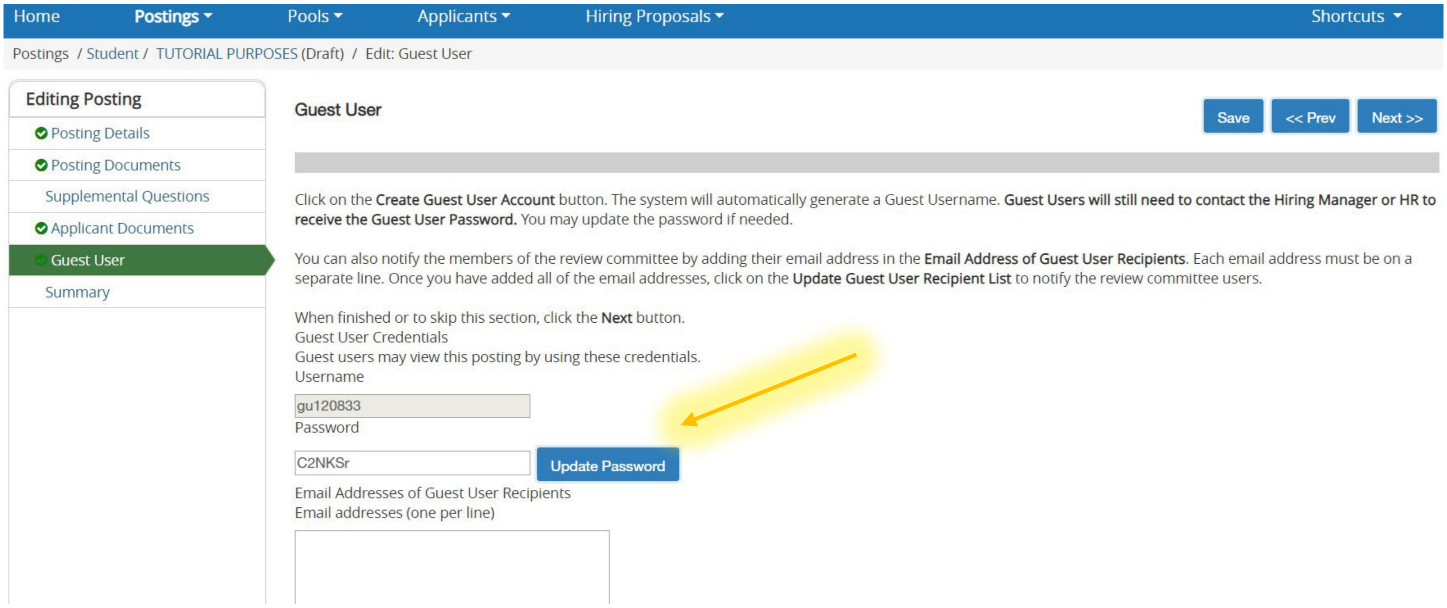
Create a guest user account for additional individuals to view applicants. There is no limit to the number of individuals using the guest user login. If no guest user is required, you can continue on to the next page.

To create a guest user account, click the “Create Guest User Account” button.



Note: A system-generated username and password are given. You cannot change the username; however, we suggest you change the password to something relative to the posting name/department. To change the password, enter the new password in box and click "update password".

Next, enter the email addresses of individuals you want to have access to the applicant pool and click "update Guest User Recipient List". Click "save" and "next".



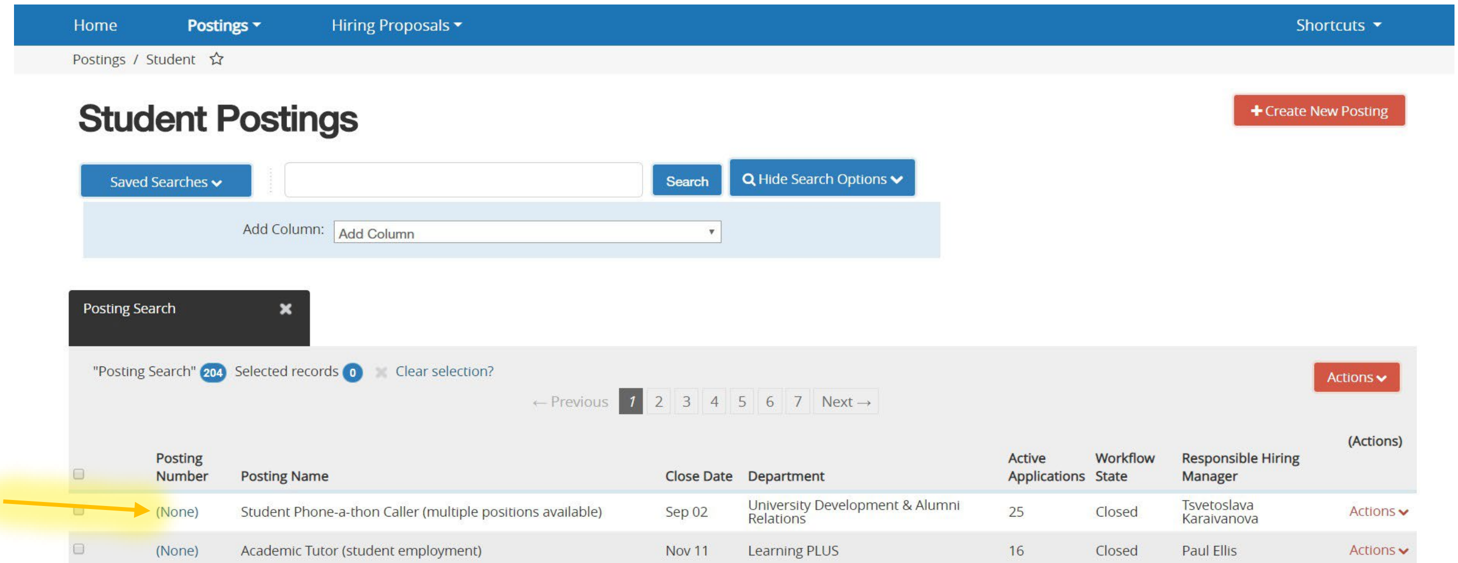
Click "next". You will now view the finished version of the posting. HR will review and open the posting.

For selection and hiring process, see section "How to view student applicants in People Admin" on page 12.

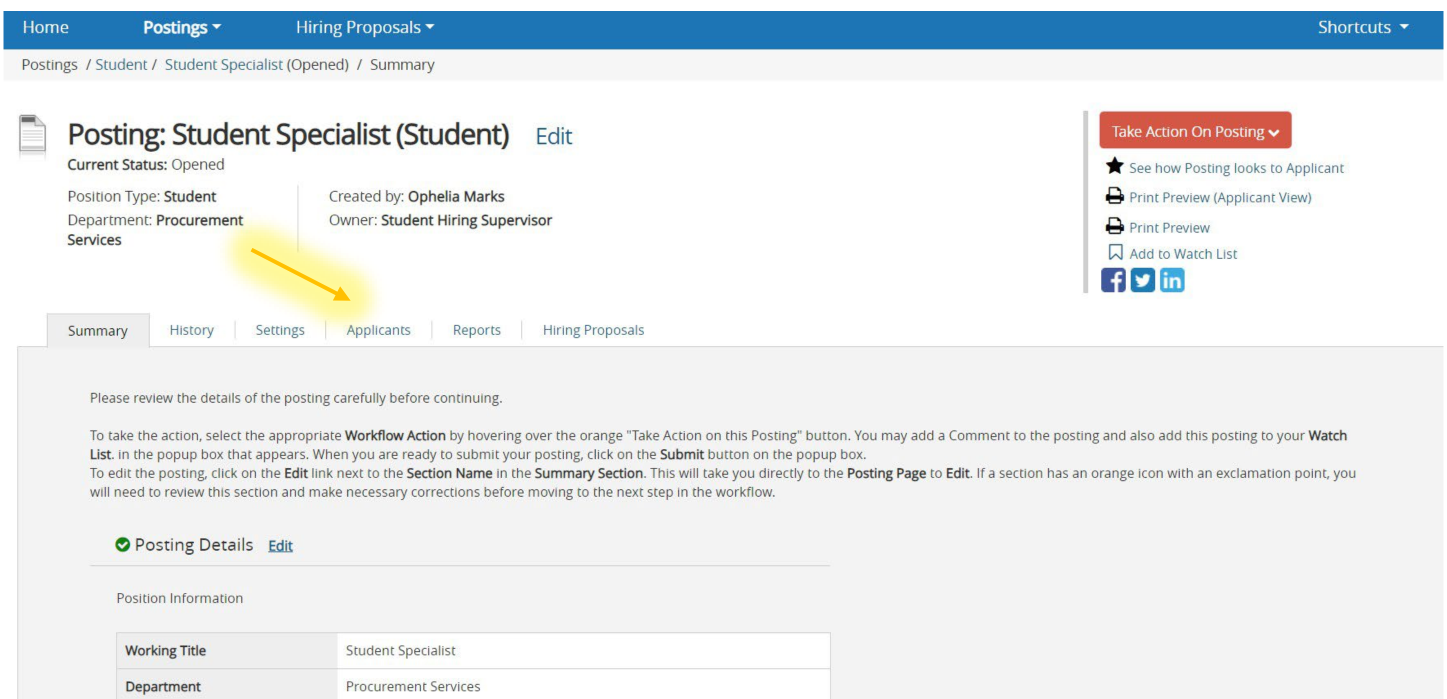
If you have any additional questions, please contact Ophelia Marks, Employment Coordinator at 859-572-6385 or marks@nku.edu.

How to View Applicants

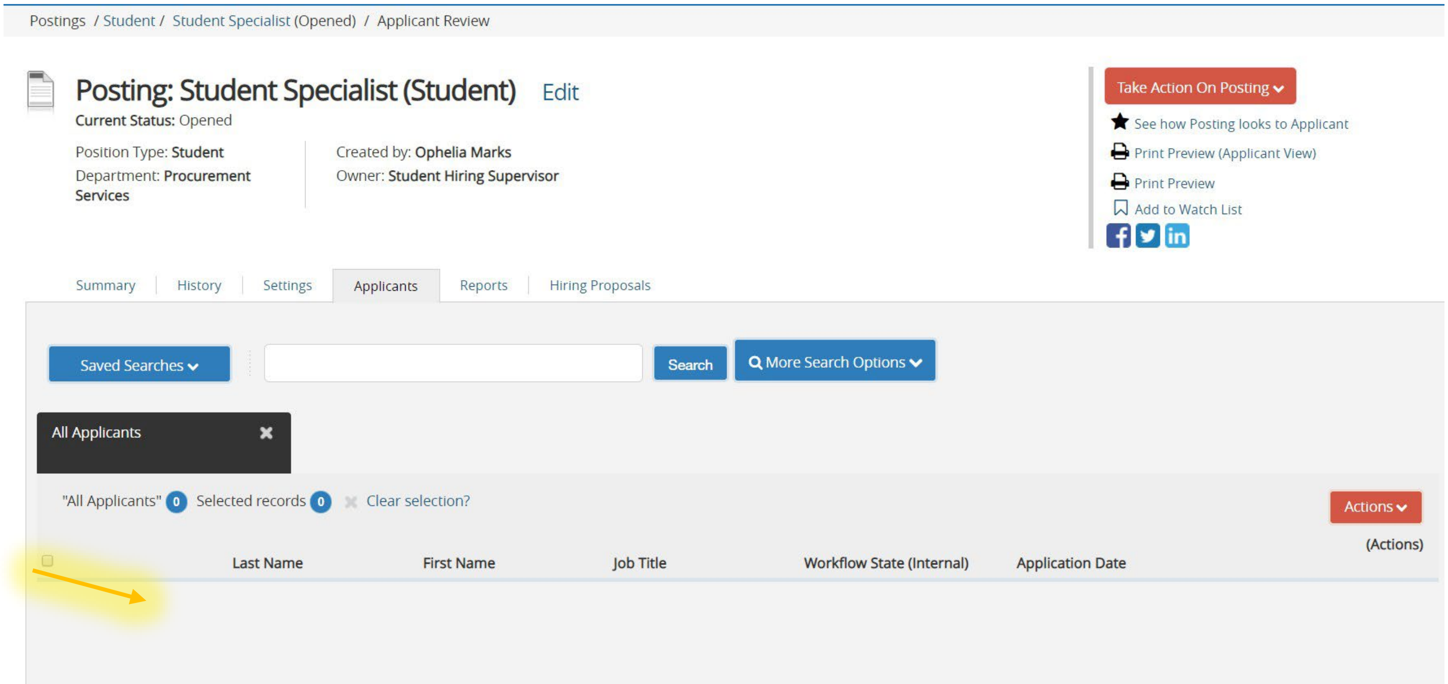
Be sure you are in the proper "role" to view postings. Make sure the status box displays the correct role for you. Use the drop-down arrow in the corner of the user group box to select the correct role (i.e. Student Hiring Manager). If no postings listed, click the "postings" drop-down tab and select "student" and the posting title will appear. Click the posting number to open the posting.



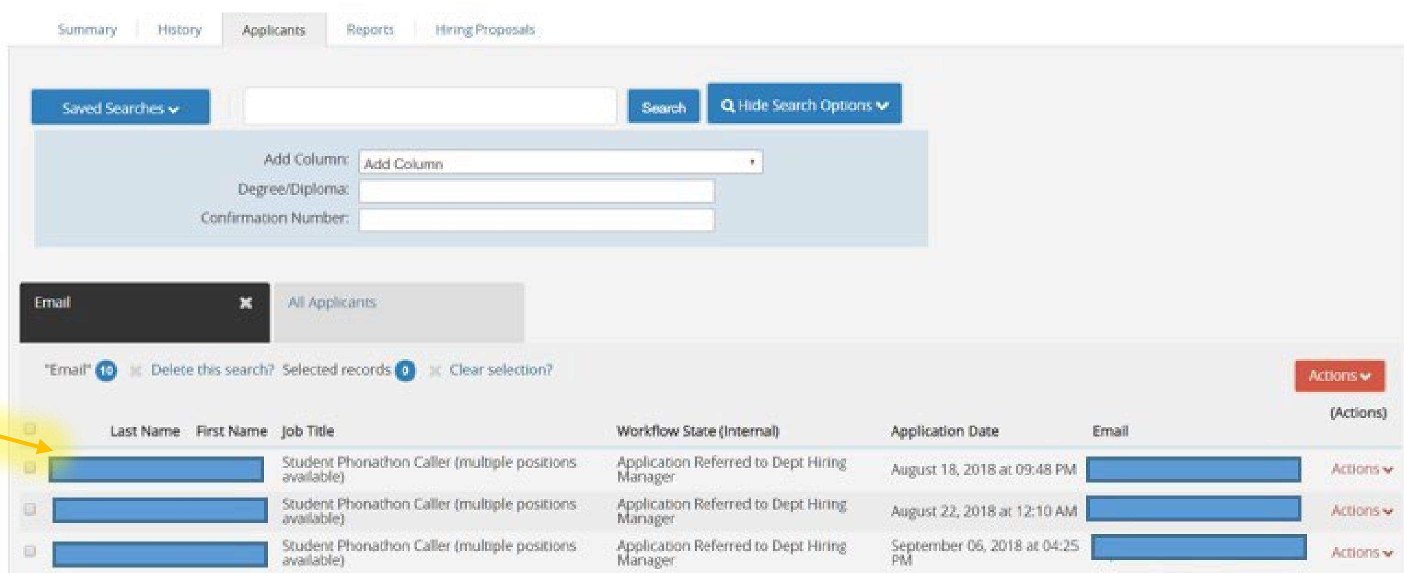
You will see additional tabs. Click on the "applicants" tab to view applicants.



Once you accumulate applicants, they will appear listed below:

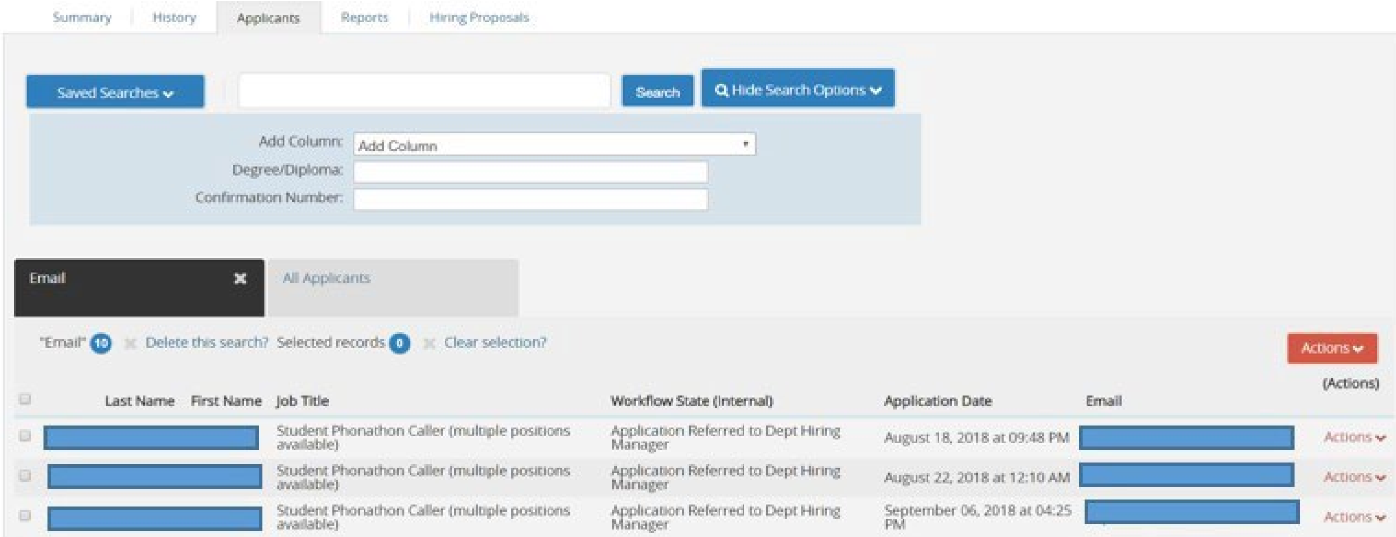


You will then click on the applicant's name to open the application for review.

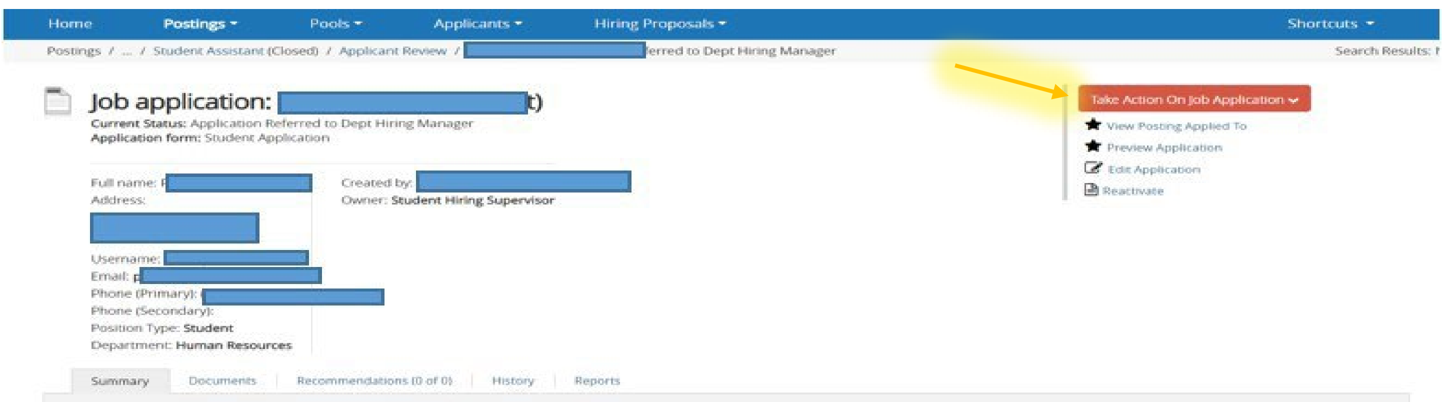


Selecting for Hire (Hiring Proposal)

After reviewing applicants and conducting interviews, you are now ready to start the hiring process. To do so, re-open the application of the individual you wish to hire by clicking on their name.

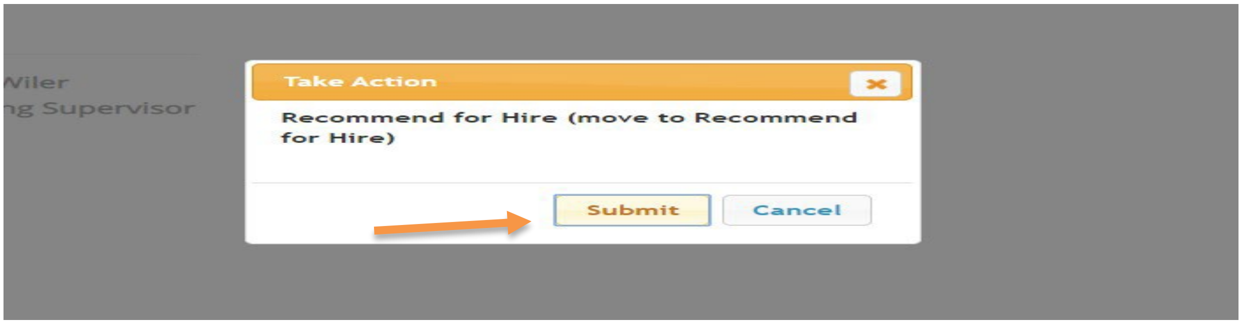


After clicking the name, you will see the screen below. Click on the orange "Take Action on Job Application" button.



From the drop-down list, select "Recommend for Hire"

You will see a pop-up box…. Click “submit”.



NEXT STEPS

Students (No prior NKU work experience)

Students who have never worked on campus must complete the student new hire packet, background check and I-9 Form. Hiring officials may complete the I-9 Form verification; or students can go to Human Resources with IDs for the I-9 Form verification. Student hiring paperwork can be found on the Student Employment (HR) website.

Submit the completed student new hire packet and Student PAR to Student Employment.

Students with prior NKU work experience or current assignments (paid by NKU)

If the student HAS worked on campus before or has a current assignment, ONLY submit a Student PAR to Student Employment.

Background Check Process

If the student is required to complete a background check, the student will be notified via email from **RiskAware** to complete this process. For questions regarding the background check, contact Student Employment.

Once the background check clears (returns) **AND** the student new hire packet **AND** PAR has been submitted, the paperwork will be processed.

Student New Hire Packet and Student PAR can be found on the **Student Employment (HR) website**. You will be notified when your student has been fully hired in SAP.

STUDENTS CANNOT BEGIN WORK UNTIL STUDENT EMPLOYMENT HAS PROCESSED THE PAPERWORK.