

Re-Hiring Procedures

Background check

To re-hire a former NKU employee that left more than 12 months, follow the same procedure, as a new hire and a new background check must be processed. If you are re-hiring a former NKU employee that left within the last 12 months, we also follow the new-hire procedure, but a background check WILL NOT have to be processed.

Staff and student positions procedure

- Hiring official begins the process to post the position on the jobs.nku.edu web page
- After interviews are completed and a hiring decision made, hiring official completes the hiring proposal form electronically for the chosen candidate. It is then approved through their chain of command.
- After the hire is approved and the manager indicates that the candidate accepted the position an e-mail is sent to the new employee to complete the background check online
- Notification is sent to hiring official that background check is complete
- Clear background check is put with other paperwork and entered into SAP
- After all of this paperwork is completed, Human Resources and Student Financial Assistance can enter the new employee into the system. Entry into the system generates user name, e-mail address, showing on Find It

Full-time faculty procedure

- Hiring manager (department chair or director) begins the search process. See faculty recruitment guidelines for more information.
- Most positions are posted through jobs.nku.edu (PeopleAdmin) and candidate information is collected electronically within the applicant tracking system
- After interviews are completed and a hiring decision made, hiring official completes the hiring proposal form electronically for the chosen candidate. It is then approved through their chain of command.
- After the hire is approved and the manager indicates that the candidate accepted the position an e-mail is sent to the new employee to complete the background check online
- Notification is sent to hiring official that background check is complete
- Appointment form created and approved by Dean's office and then Provost's office
- After appointment form is signed, new faculty fills out background check form and sends to Human Resources
- Appointment form is sent to Human Resources for input
- New employee completes new hire information form, I9 verification, direct deposit form, tax forms, etc.
- After all paperwork is completed, Human Resources can enter the new faculty into the system. Entry into the system generates user name, e-mail address, entry into SIS, showing on Find It

Part-time faculty procedure

- Hiring manager (department chair or director) completes New Hire Personnel Action Request (PAR)
- Hiring manager sends the background check form to Human Resources
- Human Resources contacts potential new hire for completion of background check
- New employee completes new hire information form, I9 verification, direct deposit form, tax forms, etc.
- After all of this paperwork is completed, Human Resources can enter the new faculty into the system. Entry into the system generates user name, e-mail address, entry into Blackboard, showing on Find It etc...

PLEASE NOTE: A new PAR will be needed in order for them to teach again in the next semester.