

Hiring Process Steps

Hiring Process Step	Purpose of Step
Vacancy Management	<ul style="list-style-type: none"> • Approves department to advertise and seek candidates for a recently vacated position (due to promotion, resignation, etc.) or a newly created position • This is part of the posting process within PeopleAdmin.
Job Description/Analysis	<ul style="list-style-type: none"> • Defines position responsibilities • Identifies necessary qualifications • Determines pay grade classification/compensation range
Requisition	<ul style="list-style-type: none"> • Provides information for job posting
Job Postings/Advertisement	<ul style="list-style-type: none"> • Outlines position responsibilities and candidate requirements to attract a diverse, qualified applicant pool • All staff and faculty postings are automatically posted to the following sites: http://www.higheredjobs.com and http://indeed.com • Professional positions will also be posted to http://www.careerbuilder.com
Applications/Screening	<ul style="list-style-type: none"> • Collects diversity data as required by Office of Federal Contract Compliance Programs (OFCCP) • Provides opportunity for candidates to disclose potentially disqualifying criminal background • Reduces number of candidate applications for the hiring manager to review
Interviewing and Selecting Candidates	<ul style="list-style-type: none"> • Allows both NKU and candidates to determine the “best fit” for the position
Employment Eligibility Verification	<ul style="list-style-type: none"> • Confirms eligibility to work within U.S. • Satisfies Kentucky statute related to background checks
New Hire Paperwork	<ul style="list-style-type: none"> • Enables employee information to be entered into SAP so new employee may gain access to NKU systems • Indicates appropriate position, cost center(s), pay rate, schedule, and assignment dates so employee receives timely, accurate payment and offered appropriate benefit options
Contracts	<ul style="list-style-type: none"> • Defines specific employment provisions and benefits eligibility for contract employees, when applicable • Establishes fringe benefit expenses that must be paid by hiring department through budget, grant, or other funding
Onboarding <ul style="list-style-type: none"> • Orientation • Probation 	<ul style="list-style-type: none"> • Presents information that will assist employees to adapt more quickly, build a solid employment relationship, and immediately become contributing members of the team • Complete the probationary evaluation form upon 90 days of employment