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

**HOW TO CREATE STUDENT POSTINGS**

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Login People Admin</td>
<td>2</td>
</tr>
<tr>
<td>Setting Roles</td>
<td>3</td>
</tr>
<tr>
<td>Creating New Postings</td>
<td>3</td>
</tr>
<tr>
<td>Establishing Posting Settings</td>
<td>4</td>
</tr>
<tr>
<td>Posting Details</td>
<td>5</td>
</tr>
<tr>
<td>Supplemental Questions</td>
<td>6-8</td>
</tr>
<tr>
<td>Attaching Applicant Documents</td>
<td>9</td>
</tr>
<tr>
<td>Creating Guest User Login Access</td>
<td>9</td>
</tr>
<tr>
<td>Financial Assistance Approval</td>
<td>10</td>
</tr>
</tbody>
</table>

**VIEWING AND SELECTING APPLICANTS FOR HIRE**

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Posting</td>
<td>11</td>
</tr>
<tr>
<td>How to View Applicants</td>
<td>11-12</td>
</tr>
<tr>
<td>Selecting for Hire</td>
<td>13</td>
</tr>
<tr>
<td>Recommend for Hire</td>
<td>13-14</td>
</tr>
<tr>
<td>Starting Hiring Proposal</td>
<td>14-16</td>
</tr>
<tr>
<td>Background Check Process</td>
<td>16</td>
</tr>
<tr>
<td>Next Steps</td>
<td>16</td>
</tr>
</tbody>
</table>
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 “Hire” 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 postings. Make sure the status box displays the correct role for you. Use the dropdown 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.).
Next, click on the postings tab and select “student”. You will see an orange create new posting button to the right of the page. Click that. Next, select “create from Position Type” for brand new postings; if you are re-opening previous posting send an email to marks@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.
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. Skip the reference sections and click create posting at the bottom of the page.

CLICK CREATE POSTING
The next few pages will look similar to the one below. **You must provide information in the red highlighted sections** (with the exception of position number if you do not have it. You can enter “tbd”). Fill in as much info as possible in remaining areas pertaining to your posting. Click “Next” at bottom of page.

### Posting Details

**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**

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Title</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Type of Work Study</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Responsible Hiring Manager</td>
</tr>
<tr>
<td>Pay Rate</td>
</tr>
<tr>
<td>Building/Office Location</td>
</tr>
</tbody>
</table>

**Position Number**
Enter if known or tbd

**Work Schedule**
Enter planned work schedule desired.

**Job Description**
Can enter "Student Employment".

**Primary Responsibilities**
Briefly list job responsibilities.

**Qualifications**
Briefly enter job qualifications.

**Minimum Education**
Please select

### Posting Detail Information

**Requisition Number**

**Job Open Date**

**Job Close Date**

**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.rku.edu/postings/7478
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.**
Next: To make predefined questions valid, click on the title of the question, check the boxes activate disqualifications, then click **SAVE**, then next.

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

Status *

Category

Question *

Possible Answers

☐ Open Ended Answers

☐ Predefined Answers

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

Possible Answer 1: 

Possible Answer 2: 

To make predefined questions valid, click on the title of the question, check the boxes activate disqualifications, then click SAVE, then next.
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 be add to the list.

GUESS USER

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 user name; 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”.

You will now view the finished version of the posting. Click the “Take Action on Posting” drop-down button and select “Send to Financial Aid (move to Student Financial Aid)”. Once Financial Assistance approves the posting, HR will activate the posting.

For selection and hiring process, see “How to view student applicants in People Admin” section below.

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”.

This will take you back to the applicant page. Click located BENEATH the orange take action button. **DO NOT CLICK ON THE ORANGE TAKE ACTION DROP-DOWN:**
Continue to follow the prompts for hiring proposal:

Fill out the hiring proposal with as much information you have available. Any boxes outlined in red are required. If you do not know the start date at the time filling out the form, select the date you are filling out the form. If your name is not an option in the Responsible Hiring Manager drop-down box, you can leave it blank. Click next.

Click next. Do not take action on this page. (Hiring Proposal Documents)
You are now back to the applicant’s front page. Click the take action button and select “Approve (move to Student Financial Assistance)”. This action moves your hiring proposal request to Financial Assistance for approval. Financial Assistance will then move the hiring proposal to Human Resources to run a background check.

**NEXT STEPS**

**BACKGROUND CHECK PROCESS**

HR checks to see if the applicant is required to complete a background check. If yes, HR notifies the applicant to complete this process. **You cannot hire the student until the background check clears.**

Once the background check results return, HR will send the hiring official notification to continue with the hiring process, which includes having the student fill out the student new hire packet and the hiring official to fill out a PAR.

If no background check is required (student has a current background on file), HR will notify the hiring official to continue with the hiring process by preparing the PAR to send to Erica Calhoun in Financial Assistance room AC 416, or calhoune1@nku.edu.