

JOB VACANCY POSTING - STAFF

RESPONSIBLE OFFICIAL: CHIEF HUMAN RESOURCES OFFICER

EFFECTIVE DATE: FROM HR HANDBOOK

NEXT REVIEW DATE: PREVIOUS REVIEW PLUS FOUR (4) YEARS

BOARD OF REGENTS REPORTING: PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Northern Kentucky University provides equal opportunity to all qualified individuals for the various employment openings available at the University. Accordingly, Human Resources will publicize job openings in a manner that will permit and encourage qualified persons to apply for vacant positions. Qualified persons may apply online for posted positions prior to the established deadline. Resumes and cover letters may be attached within the online application system.

Current staff position openings are posted through the online employment system by the Human Resources Department. The posted open positions will reflect the purpose, responsibilities, and required qualifications for the position. All open positions of regular status are posted, except those to be filled by reassignment.

APPLICATION DEADLINE

The maximum period a position is posted will be determined by the application deadline established for the position through the online requisition; consideration will be given to the length of time required to attract a competitive applicant pool. Unless otherwise noted, each position's application deadline will be shown on the online posting. Only those persons whose electronic applications are received on or prior to the posted deadline will be referred to the hiring department for consideration for the current opening. All online applications will be retained and stored electronically.

DISCUSSING POSITION

Potential candidates may contact Human Resources to discuss the details of any position vacancy in which they are interested. This discussion allows the applicant an opportunity to learn more about the job duties, responsibilities, and benefits of the position, as well as general information concerning employment at Northern Kentucky University.

ADVANCE NOTICE OF MOVING TO DIFFERENT DEPARTMENT

A staff employee who is moving to another department must give the current department notice of the move at least one pay period in advance, unless the two departments involved agree upon some other mutually satisfactory arrangement.

PROBATIONARY PERIOD

Current NKU staff who apply and are selected to fill a current job vacancy must serve the normal three-month probationary period in the new job assignment.

II. ENTITIES AFFECTED

Applicants, Staff, and Human Resources

III. REFERENCES AND RELATED MATERIALS

RELATED POLICIES

[Employment Category Definitions](#)

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Minor Revisions to paras. 1 & 3 for Kentucky House Bill 4 (KY HB4) Compliance Edits Throughout for Clarity and Formatting	June 10, 2025
Policy in HR Handbook	