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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 top portion is grey, click on the drop-down arrow far right and select “applicant tracking”. If the top portion of the screen is blue, go next step.
Continued: 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 (Search Committee Member, Faculty Hiring Manager, Staff Hiring Manager, Student Hiring Manager, etc.) then click the refresh button next to the box.

Next, click on the postings tab and select “staff”. You will see an orange button to the right of the page. Click that.
Next, select “create from Position Type”.
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.
All you have to do with the bottom of this page is click the “staff application” box and click “create new posting”: 
POSTING DETAILS - The next few pages will look similar to the one below. You must provide information in the red highlighted sections. The other non-red boxes on the page are for information pertaining your posting.

This page continues on the next page
POSTING DETAILS CONTINUED

Northern Kentucky University embraces inclusiveness, equity, and global awareness in all dimensions of our work, and seek excellence through diversity among our students, administrators, faculty, and staff. Application by members of diverse groups is encouraged.

We are an Equal Opportunity/Equal Access/Affirmative Action institution.

Continues on next page
POSTING DETAILS CONTINUED

Purpose of Position

Primary Responsibilities

Qualifications

Minimum Education
Preferred Education
Minimum Experience

Posting Detail Information

Requisition Number
Is this an internal only posting?

Continued....
POSTING DETAILS CONTINUED

If non-standard recruitment area needed, please indicate which area.

Here you can access a list of standard recruitment areas: http://hr.nku.edu/ Accomplishment.html

Job Open Date

Job Close Date

Open Until Filled

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.

Pass Message

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.nku.edu/posting/4341

Save  Next >>
BUDGET – Click on the grey “Add Budget Entry” button and add your budget information:

Continues on next page....
BUDGET - The only info needed on this page is the funding type, cost center number, and percentage to be paid from your budget. (all have a red asterisk behind the boxes).
VACANCY MANAGEMENT SECTION – Note all sections must be filled in.

Continued....
POSTING DOCUMENTS SECTION – You can skip this section. Just click next.
SUPPLEMENTAL QUESTIONS PAGE:
You can add questions if you like. There is a database of pre-loaded questions to choose from; Or you can create your own. You will see this option after clicking on “add a question”. If you do not wish to add a question, click “next”. (Note – adding questions will help you sort through applicants quicker and helps to develop a knowledge base.)
QUALIFICATION GROUPS – SKIP THIS SECTION.
**APPLICANT DOCUMENTS** – There is a pre-loaded list you can choose from. If you need a specific document from applicants, contact the employment team and we can add it for you.

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<th>Name</th>
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REFERENCE LETTERS – SKIP THIS SECTION (use the reference request option on the prior page)
SEARCH COMMITTEE MEMBERS – If you like to add others to view the posting, add their info in the “account information section below. If no committee is needed, click next.
GUEST USER – This option is used for individuals not connected to NKU or if students will be viewing the applicants. If no guest user is needed, click next.

Click on the Create Guest User Account button. The system will automatically generate a Guest Username. Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User Password. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the Email Address of Guest User Recipients. Each email address must be on a separate line. Once you have added all of the email addresses, click on the Update Guest User Recipient List to notify the review committee users.

When finished or to skip this section, click the Next button.

Want to give guests access to view this posting?
FINAL STEP – Please look over your posting carefully. If any changes are needed, you can click the “Edit” button located in the section you’d like to correct. If no corrections are needed, hover over the orange “Take Action on Posting” drop-down button and move the posting on to the next approval level.

If you have any questions or need assistance, please contact Ophelia (6385 or marks@nku.edu) or Lauren (7523 or franzenla@nku.edu).

SELECTING FOR INTERVIEW AND HIRING PROCESS ON NEXT PAGE
HOW TO SELECT APPLICANTS FOR INTERVIEW

1) Click on “Actions” drop-down link to the right of applicants name and select “view application”.

2) Hover over the red “Take Action on Job Application” button and select “select for interview”.

3) Click “Submit”. Repeat 2 and 3 for each person to interview.

4) After you have selected everyone for interview, click on the title of the posting. Click on “Take Action on Posting” and select “send to Affirmative Action (while open or closed)” depends on whether your posting is open or closed.
5) Click “submit”.

RECOMMENDING FOR HIRE ON NEXT PAGE
RECOMMENDING FOR HIRE

1) Open the application of the person you wish to hire. Click on the red “Actions” dropdown to the right of their name and select “view application”.

2) Hover over the “Take Action on Job Application” button and select “recommend for hire”.

3) Click submit.

HIRING PROPOSAL NEXT PAGE
4) Click on the green “+Start Hiring Proposal” link listed under the take action on job button (DO NOT HOVER OVER THE TAKE ACTION BUTTON).

5) Click the blue “Start Hiring Proposal” button and fill out the form.

Starting Hiring Proposal

Applicant: Not a real applicant test-hr

Posting: Academic Advisor & Lecturer, Ur German, Mathematics, Spanish & Statistic

Warning: This Applicant already has a Hiring Proposal in process.

Start Hiring Proposal or Cancel

6) Once you complete the form, click the red “next” at the bottom of the screen.

7) Search Committee page – fill in this page as much as you can then click the red “next” button to continue.

8) Hiring Proposal Documents page – If you have a JAQ for the position or any notes you wish to upload, you may do so by clicking the red “actions” dropdown button on the right of the screen. If you do not want to upload any documents, click the red “next” button to continue. SKIP THE MATRIX LINK.
Once the proposal is completed. You will see a red “Take Action on Hiring Proposal” dropdown button. Click on it and send to the next level for approval.
NEXT STEPS IN HIRING PROPOSAL APPROVAL PROCESS

1) Once you have completed the hiring proposal and it gets sent to the levels of approval, the VP of your area will send it to HR (if there are no issues with the requested hire).

2) HR will send a system generated email to you stating you may extend an offer pending a clear background check.

3) Once the candidate accepts, you will change their status to “accepted offer pending background check”.

4) A notification will be sent to HR to generate the background check to the candidate.

5) Once the background check clears, you will again receive a system generated email stating you can start the paperwork to hire the candidate.

If you have any questions regarding the process, please call Human Resources at 5200.