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

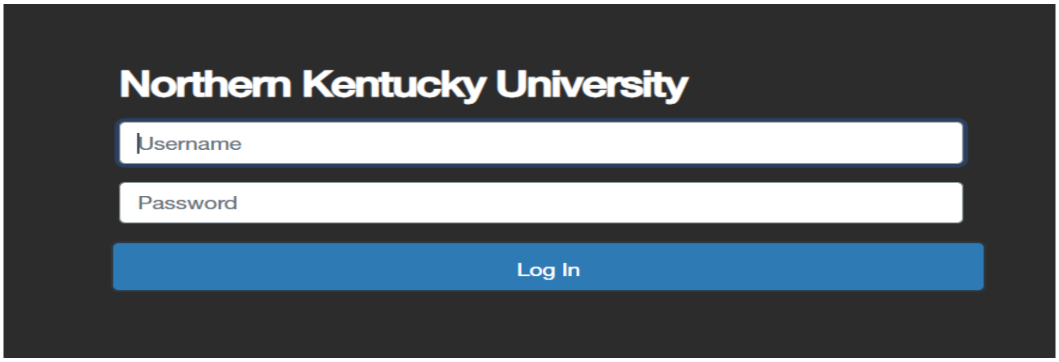
HOW TO CREATE STUDENT POSTINGS

VIEWING, SELECTING & HIRING

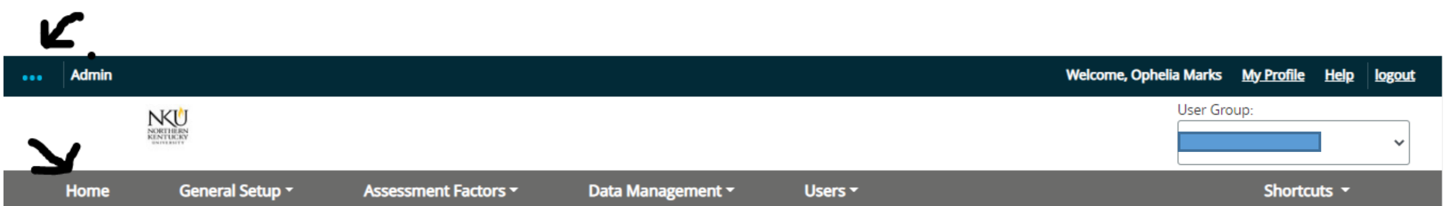
How to use People Admin – STUDENT POSTINGS:

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 "Applicant Tracking System" and the stripe will turn blue. If the "Home" stripe is blue, go next step.



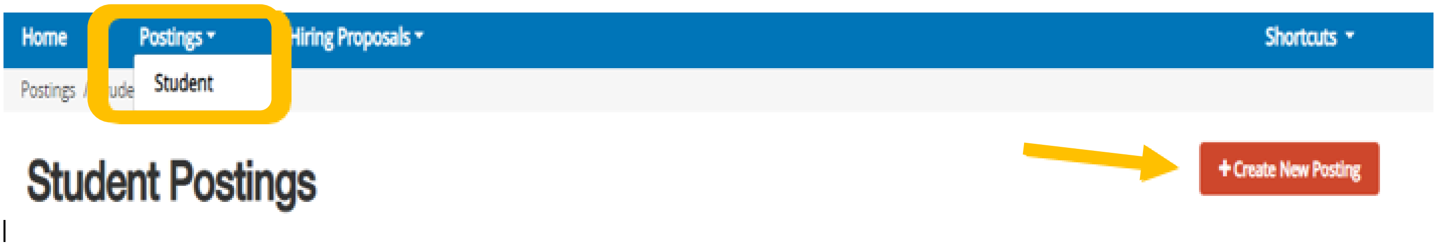
Home strip

USERGROUP SETTING:

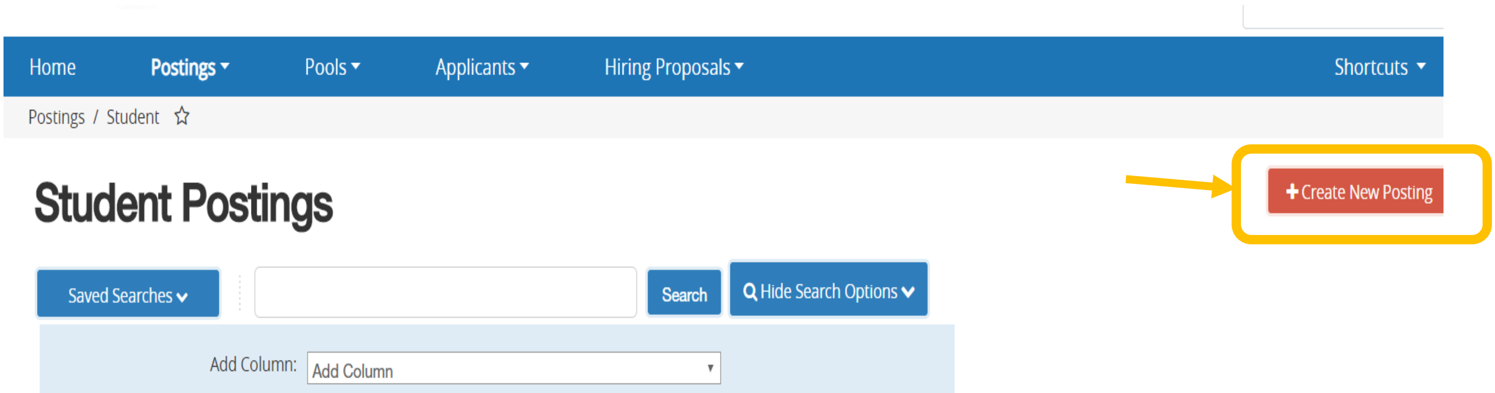
Be sure you are in the proper "role" to view/create postings. If "Student Hiring Supervisor" is not listed in the User Group box, use the dropdown arrow in the upper right corner of the page to select the correct role.

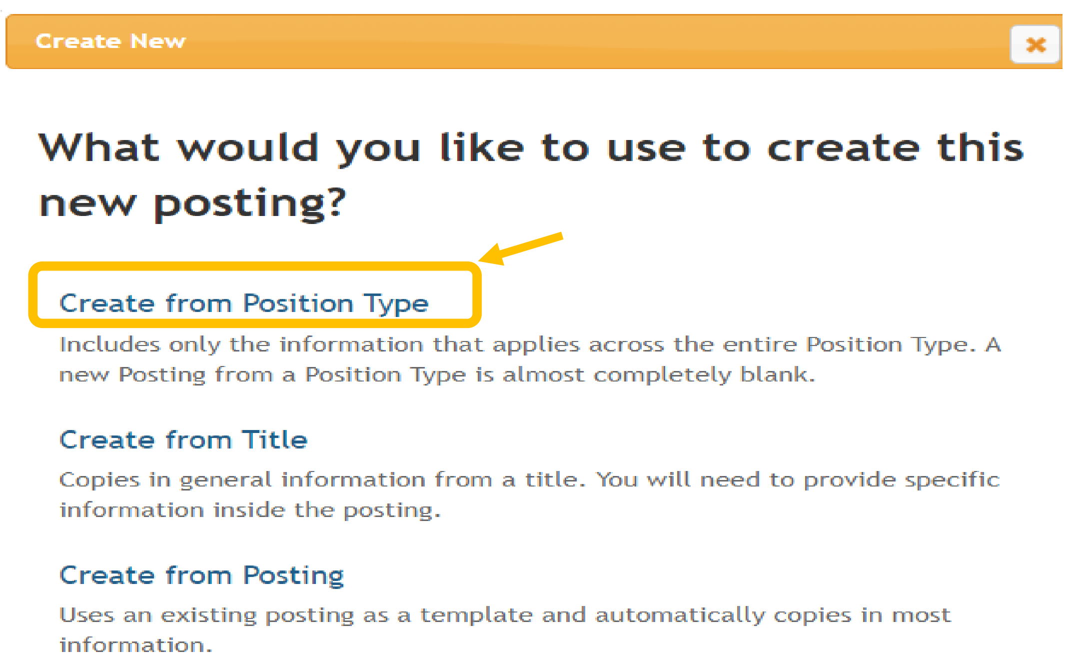
CREATING NEW POSTINGS:

Next, click on the "postings tab" and select "student".



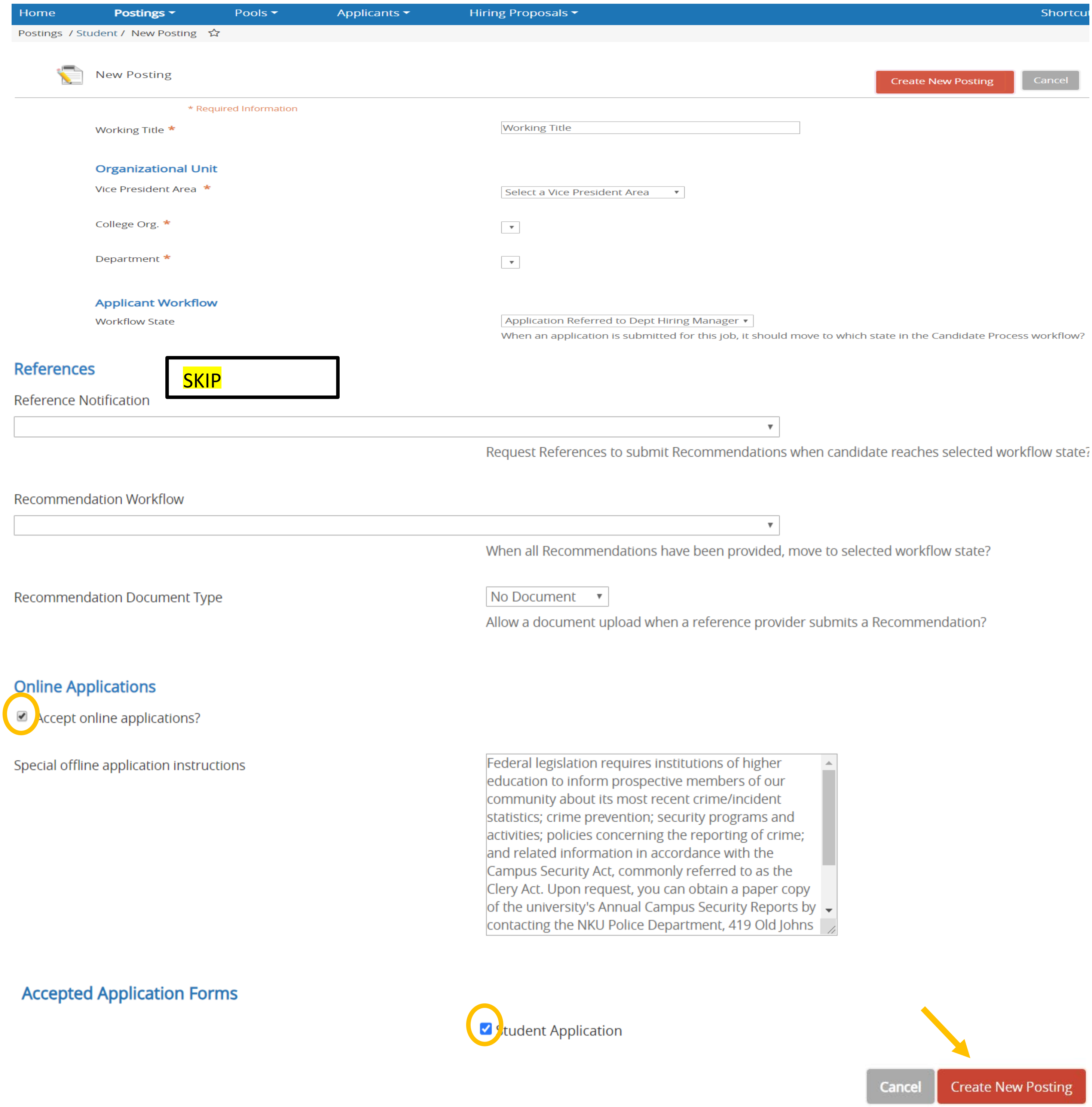
You will see a red "create new posting" button to the right of the page. Click that. Next, select "create from Position Type" for brand new postings; if you want to re-open a previous posting, send an email to marks@nku.edu.





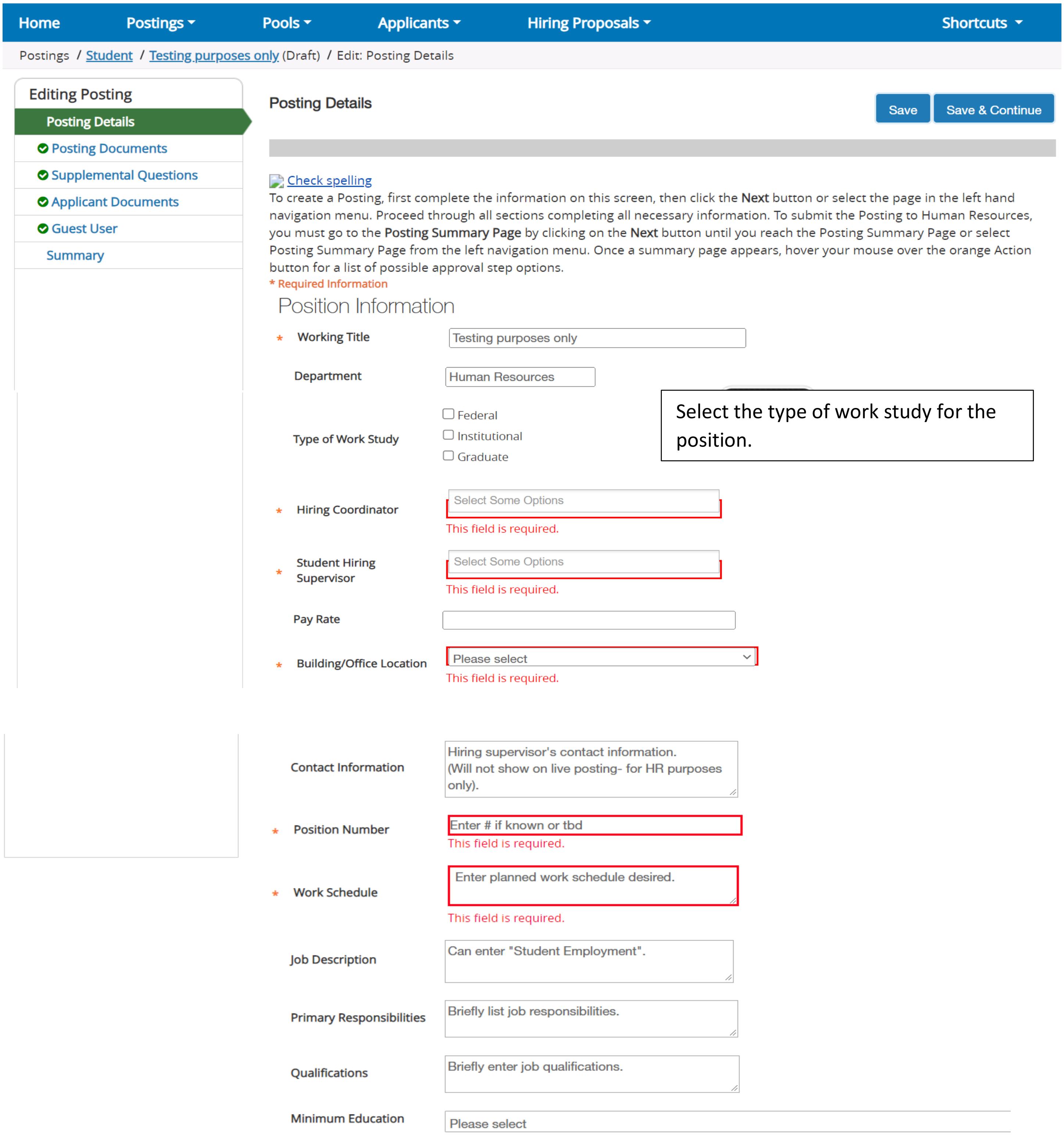
ESTABLISHING POSTING SETTINGS:

Enter the name of your posting in the “working title” box. Select your department information in the VP, College Organization and Department sections (as indicated). Applicant Workflow –select “Application Referred to Dept Hiring manager”. Skip the reference sections and click create posting at the bottom of the page.



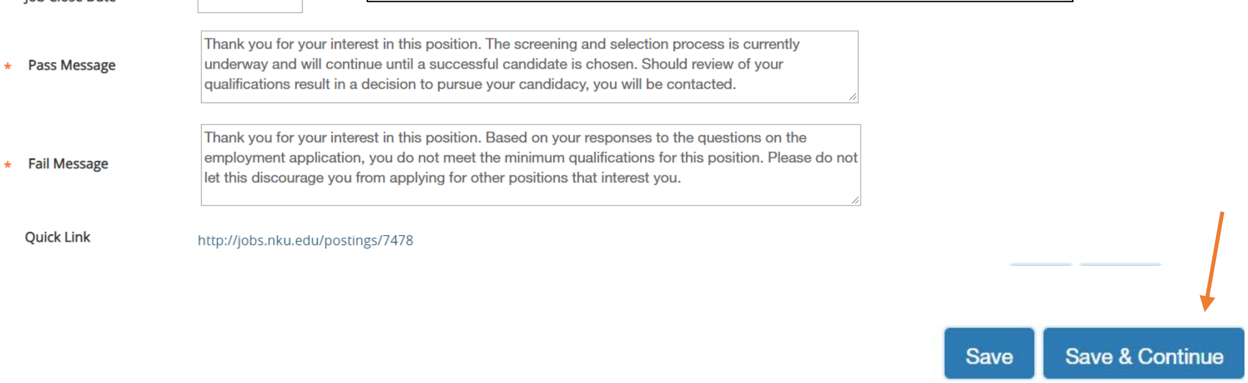
POSTING DETAILS:

The next few pages will look similar to the one below. <u>You must provide information in the red highlighted sections</u> (with the exception of position number if you do not have it. You can enter "tbd" for now. However, follow-up with your department Budget Officer to obtain student position numbers as you will need it to complete the PAR). Fill in as much info as possible in remaining areas pertaining to your posting. Click "Next" at bottom of page.



POSTING DETAILS CONTINUED:

Select the open and close date; or you can leave the close date blank and let us know at a later date when to close.

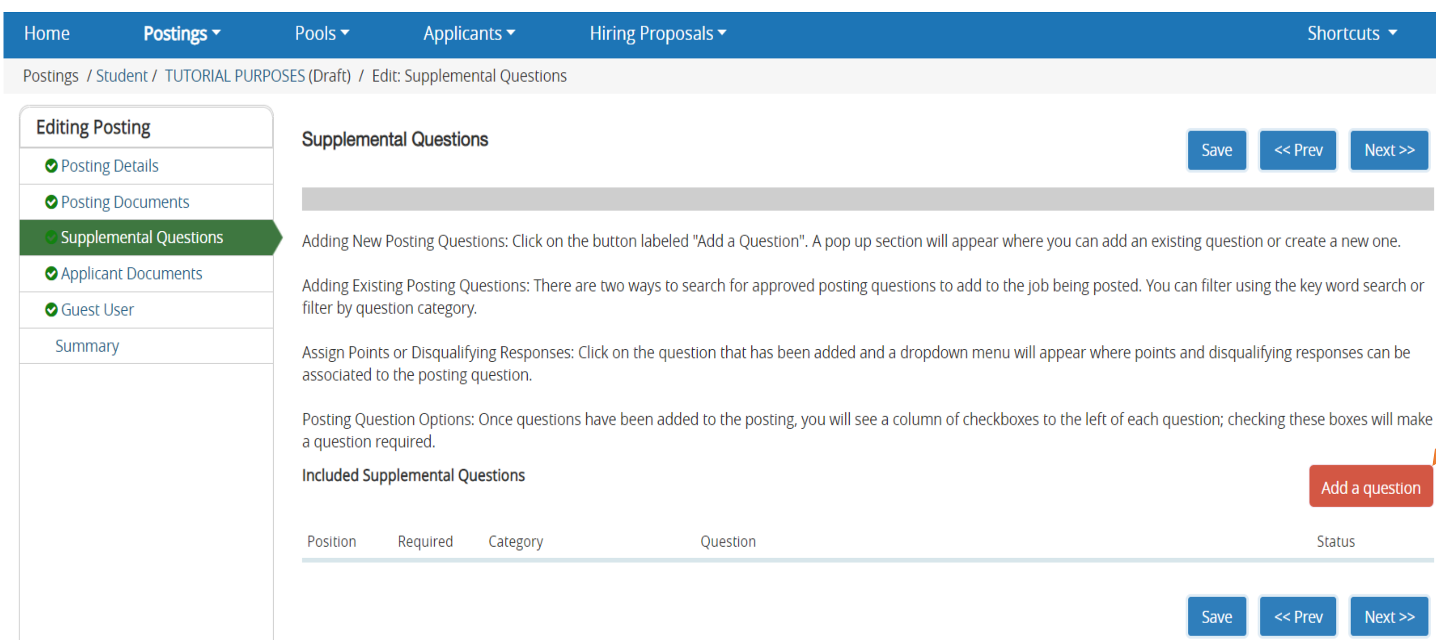


SKIP "POSTING DOCUMENTS" SECTION (Continue on with SUPPLEMENTAL QUESTIONS)

SUPPLEMENTAL QUESTIONS PAGE:

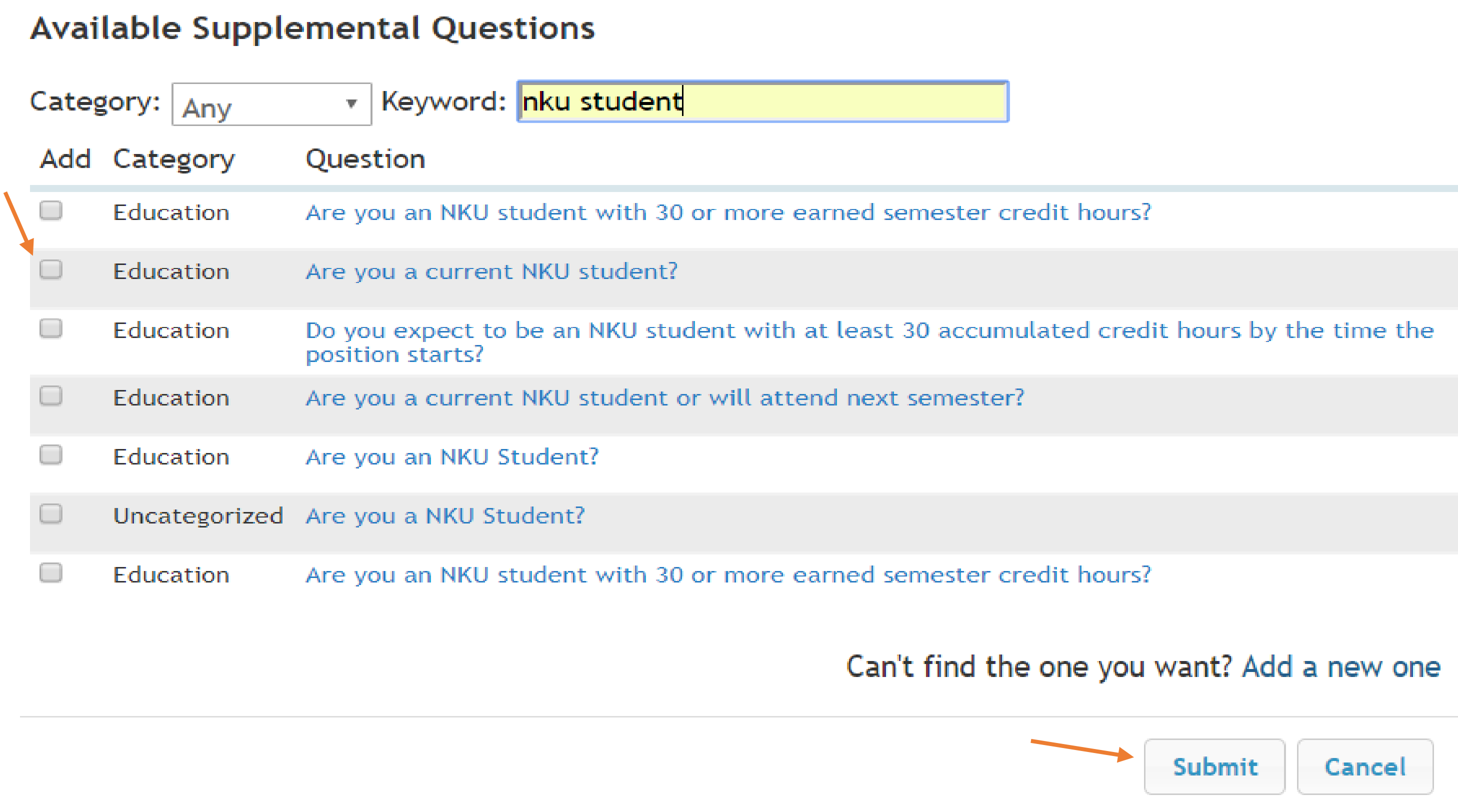
You can add questions to assist with the screening process. There is a database of questions available for use or you can create your own. You can also send an email to marks@nku.edu to have a question added.

1) Adding an existing database question – click "add a question" button.

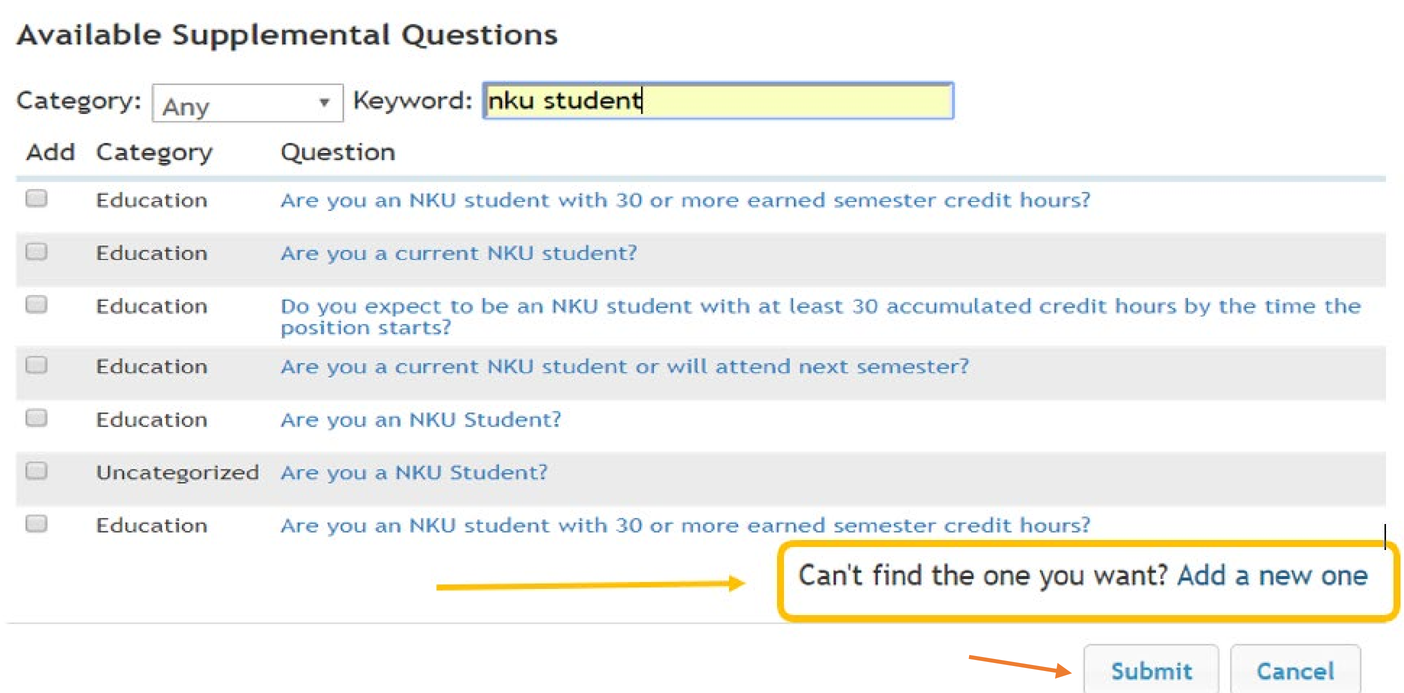


SUPPLEMENTAL QUESTIONS (Continued)

2) Type question (or partial 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.



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



SUPPLEMENTAL QUESTIONS (Continued)

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 * pending

Category Please select a category

Question *

Possible Answers

Open Ended Answers

Predefined Answers

You can select your answers to be open ended or predefined. You can choose what the predefined answers will be. Enter your predefined answers in the boxes below.

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

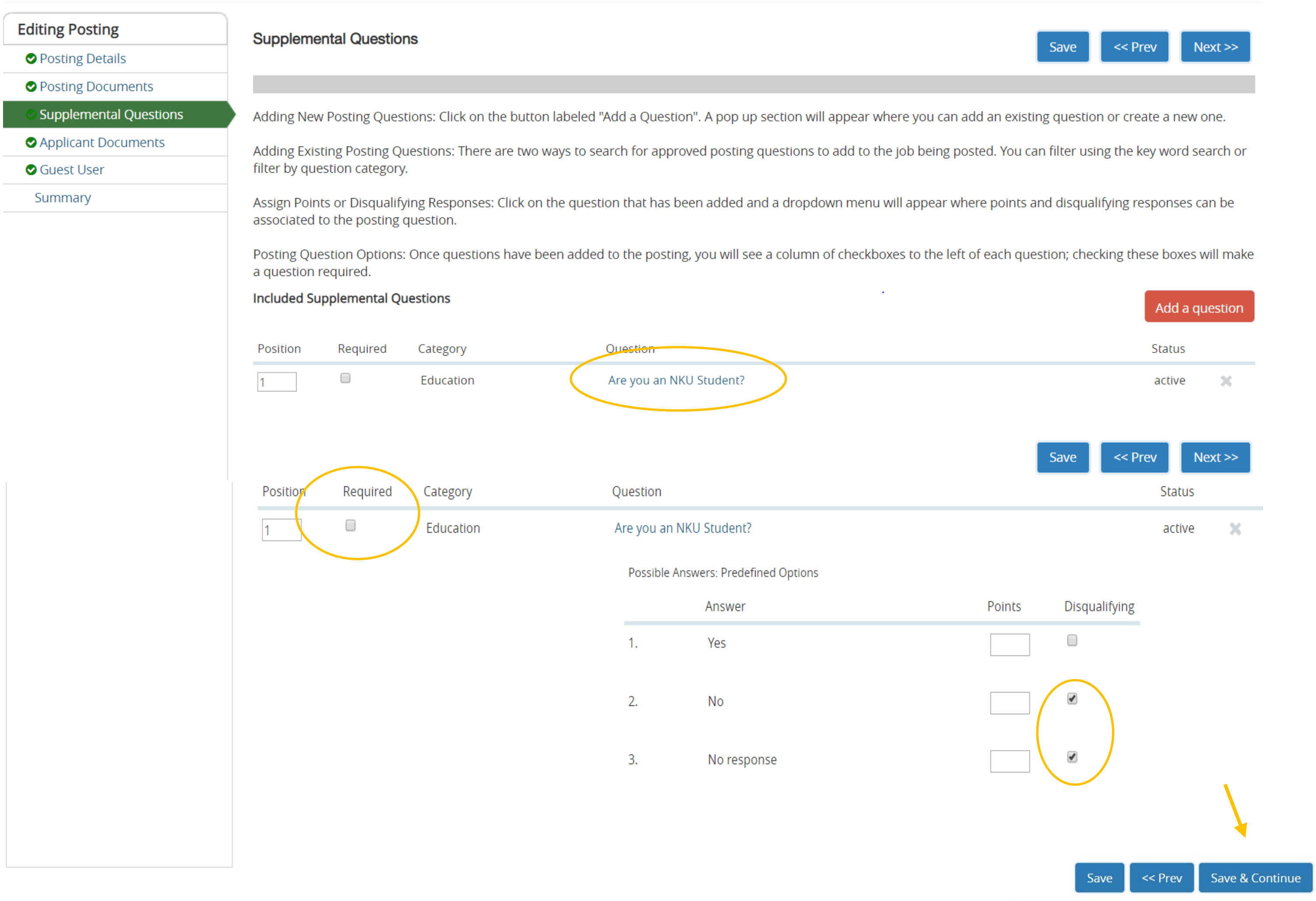
Possible Answer 1:

Possible Answer 2:

See next page

SUPPLEMENTAL QUESTIONS (Continued)

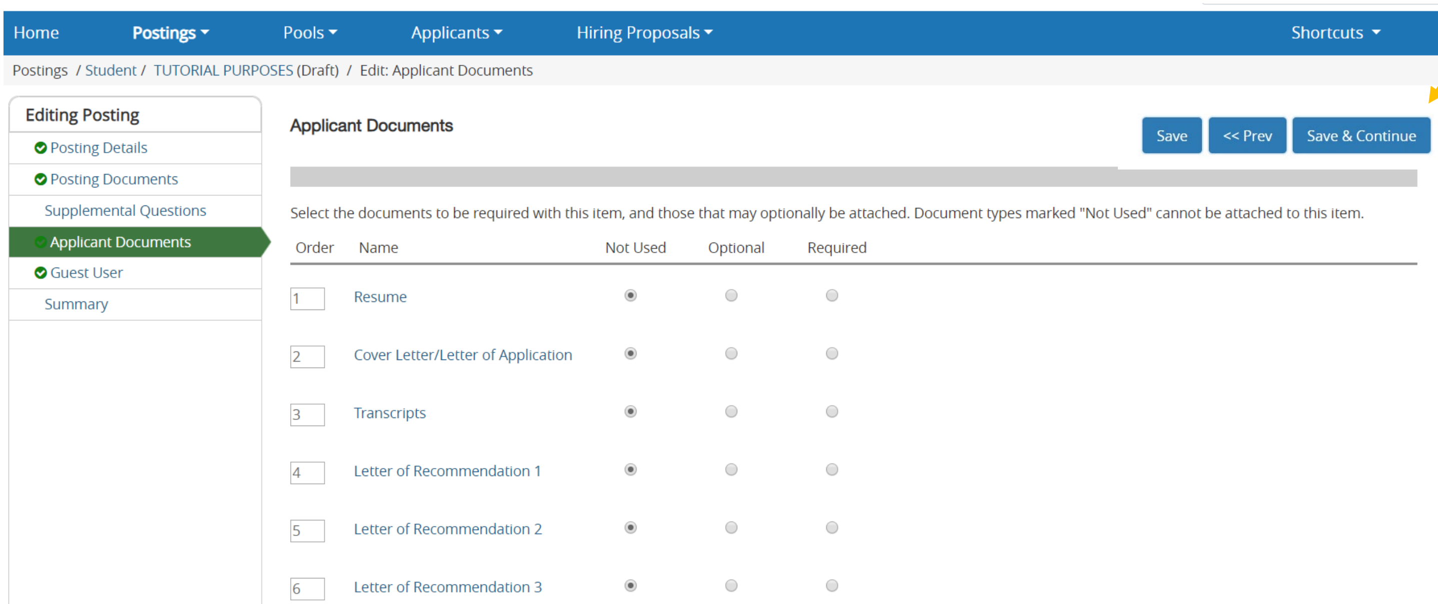
Next: To make questions valid (to disqualify anyone who doesn't meet the question criteria), click on the title of the question to open the question, check the boxes to activate disqualifications and required status, then click SAVE, then next.



Applicant Documents Section on next page.

APPLICANT DOCUMENTS SECTION:

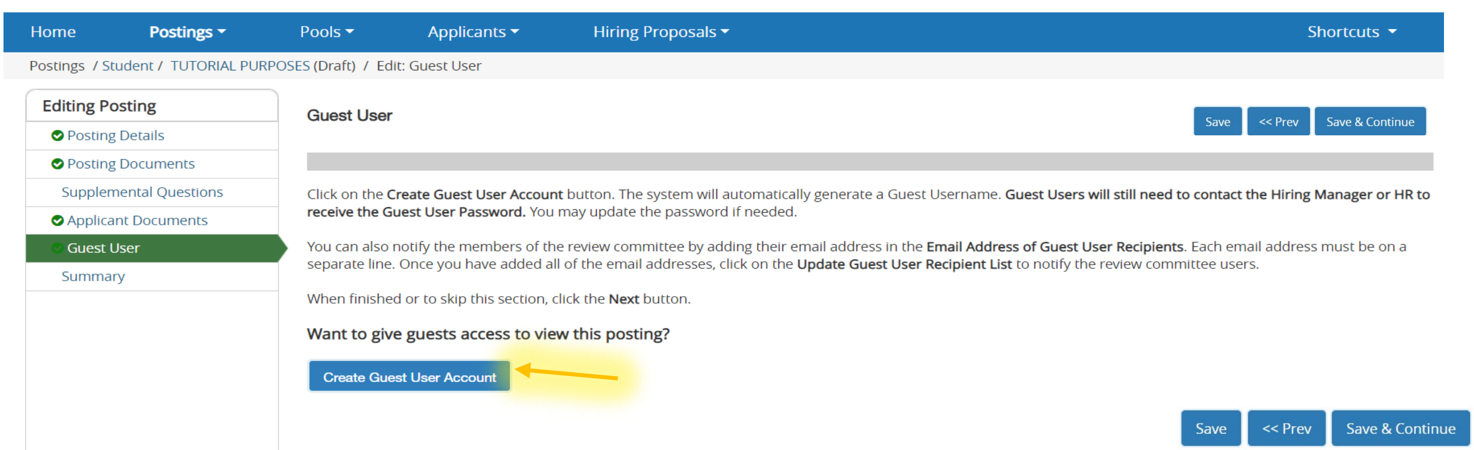
You can select any documents you wish the student to upload. Simply click the radio button of documents to be optional or required to apply. Then click save. If the document title is not listed, send an email to marks@nku.edu with your request and we can add to the list.



<u>**GUESS USER (not mandatory)**</u>

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.

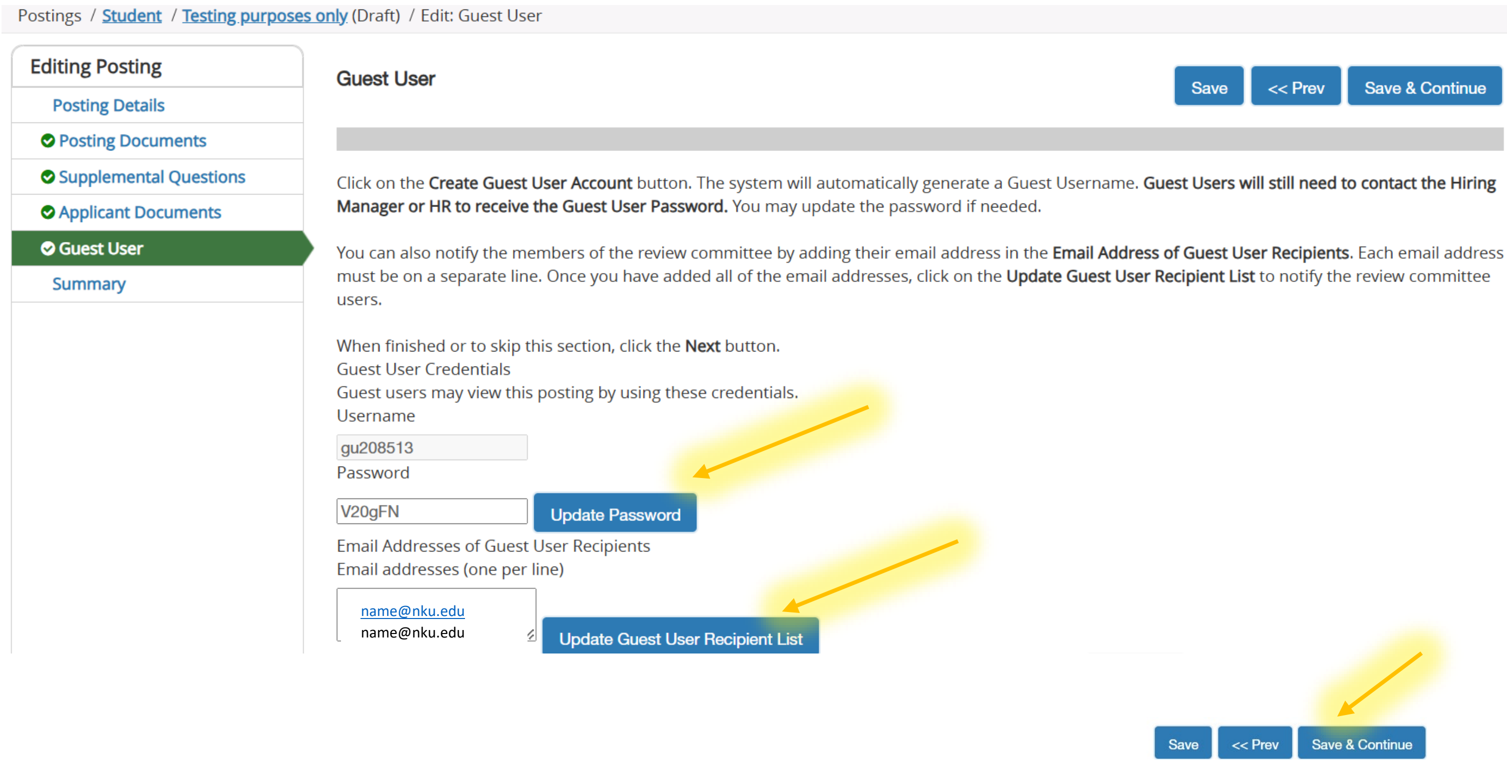
To create a guest user account, click the "Create Guest User Account" button.



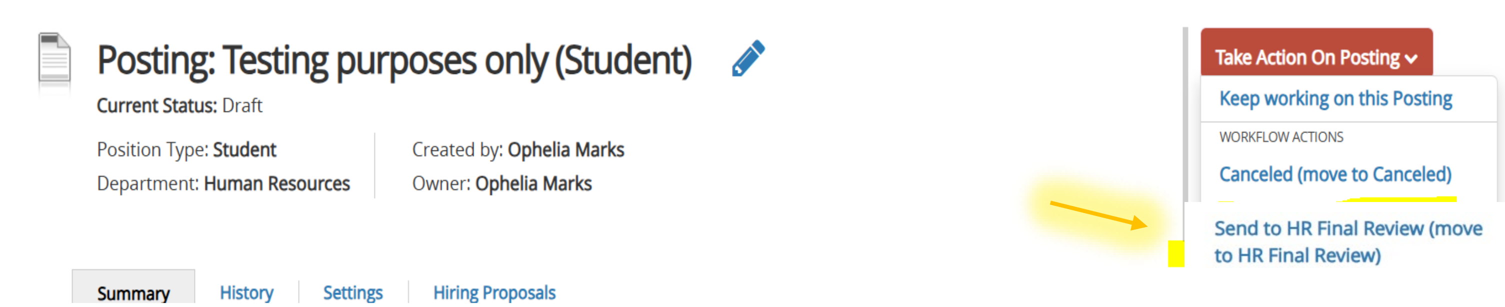
GUEST USER ACCOUNT:

Note: A system-generated username and password are given. You cannot change the username; 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" & "continue".



You will be taken to view of the finished version of the posting. Click on the red "Take Action on Posting" dropdown and select "Human Resources". HR will review and open the posting.

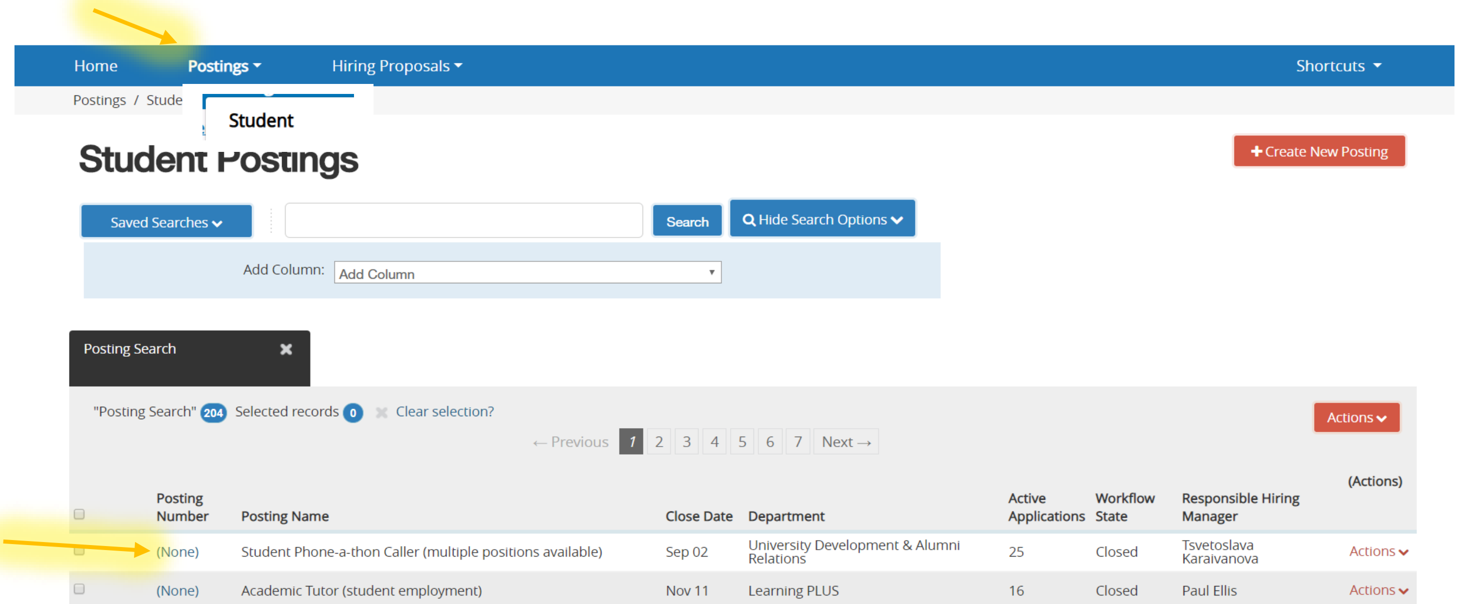


If you have any additional questions on creating a posting, please contact Ophelia Marks, Employment Coordinator at 859-572-6385 or marks@nku.edu.

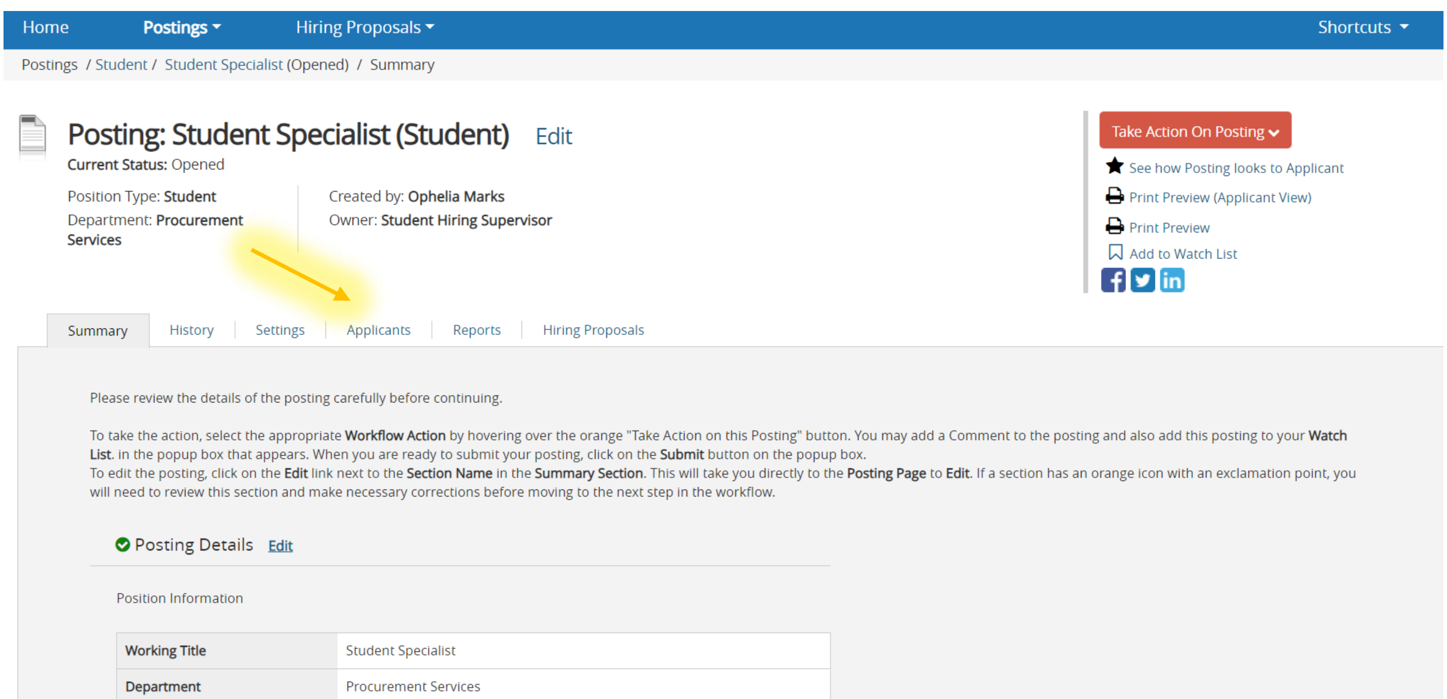
Next Section: Viewing and Selecting Applicants

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 dropdown arrow in the upper right corner of the page in the user group box to select the correct role (i.e. Student Hiring Manager). If no postings are listed, click the "postings" dropdown tab and select "student" and the posting title(s) will appear. Click the posting number to open the posting.

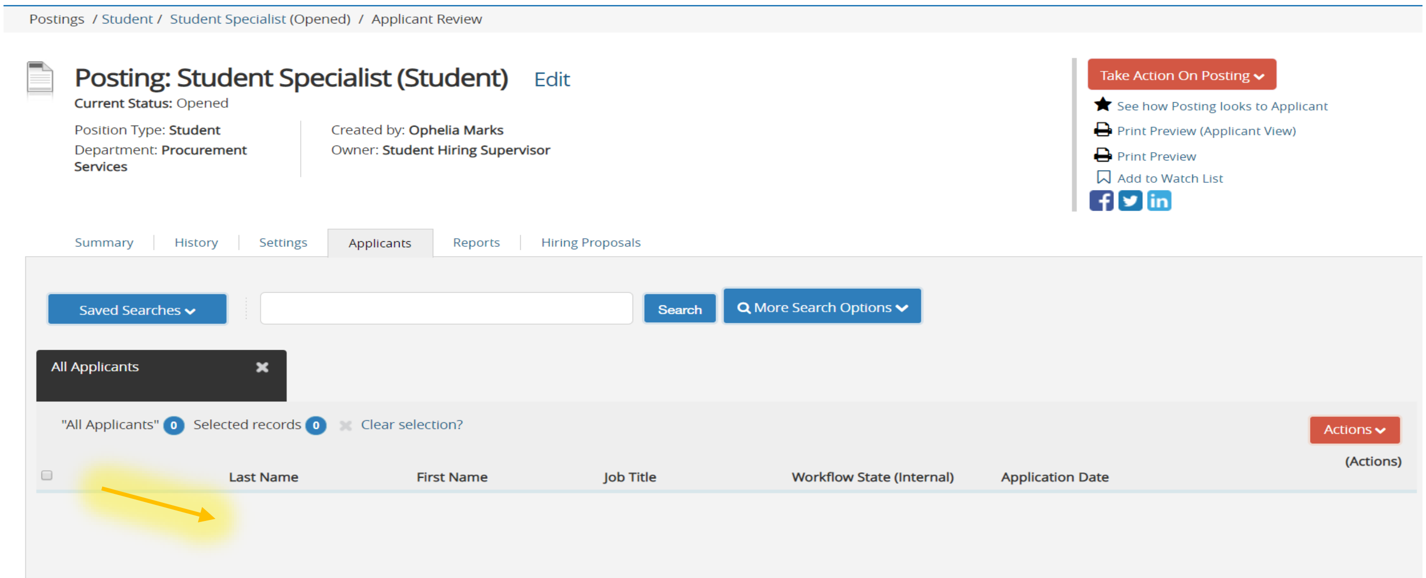


You will see a row of additional tabs. Click on the "applicants" tab to view applicants.



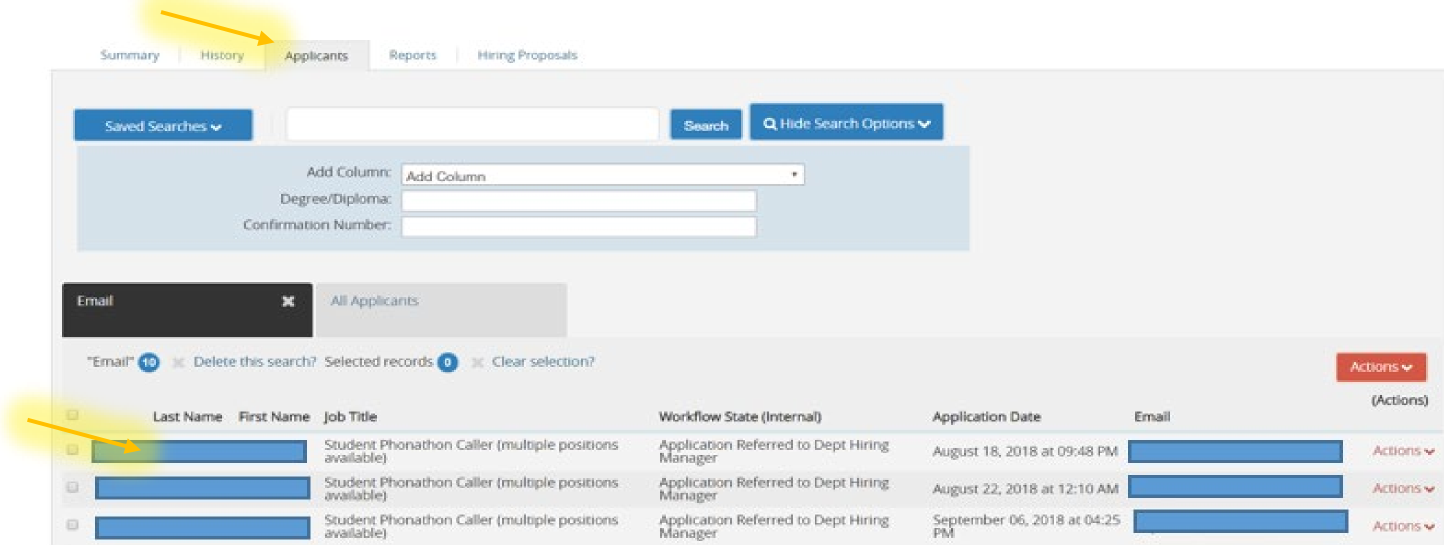
HOW TO VIEW APPLICANTS (Continued)

Once you accumulate applicants, they will appear listed below:



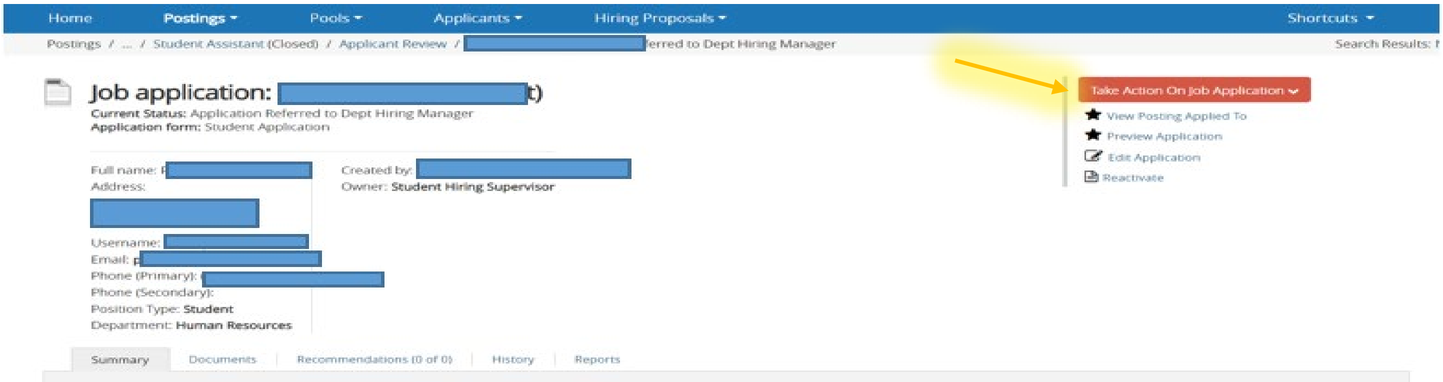
Selecting for Hire

After reviewing applicants, conducting interviews, and selecting the candidate you wish to hire, 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 in the "applicants" tab of the posting.

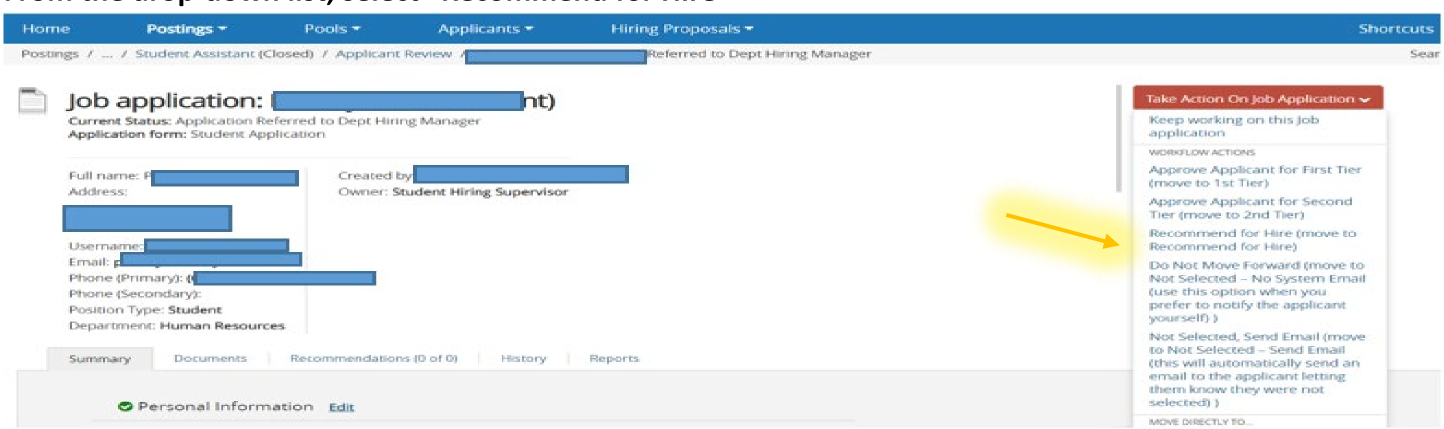


Selecting for Hire (continued)

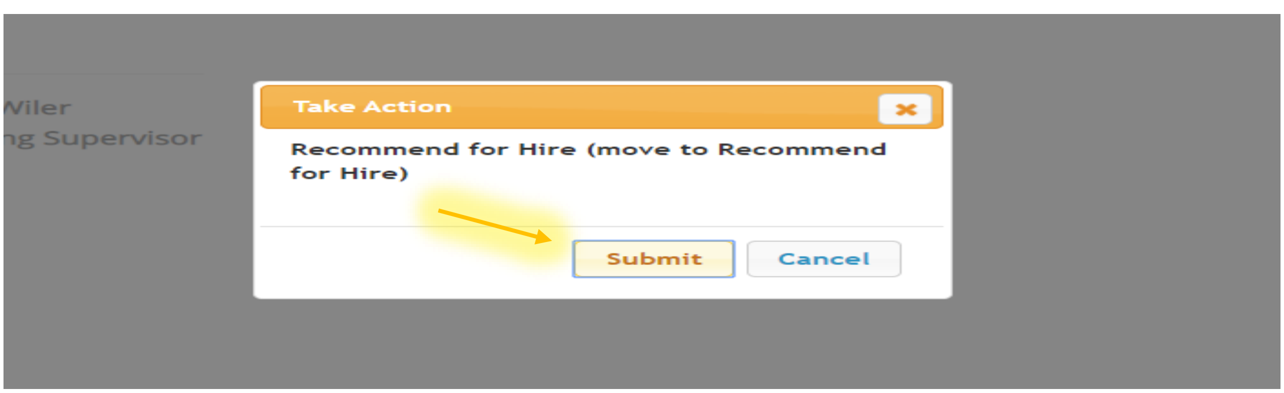
After clicking the name, you will see the screen below. Click on the red/orange "Take Action on Job Application" dropdown.



From the drop-down list, select "Recommend for Hire"



You will see a pop-up box…. Click "submit".



NEXT STEPS – TEAMDYNAMIX – NEW PROCESS

(PAR, Background Check, I9 Form and Hiring Packet)

TeamDynamix

Your next step is to enter the student's information and PAR information into TeamDynamix. The TeamDynamix form replaces the paper PAR and is what kicks off the hiring process.

Enter the student's name and PAR information into **TeamDynamix** to continue with the hiring process.

- **New Hire Paperwork**: The new hire paperwork is initiated in TeamDynamix. The student will receive a notification to complete the data sheet and deposit form.

- **Background Check & I9 Form**: The background check and I9 process are initiated in TeamDynamix. The student will be sent separate email requests to complete the background check and Section 1 of the I9 form.

- **I-9 Verifications: Students are to bring their IDs to the HR office for the I-9 Verification.**

You will receive notification once the student has been processed by HR.

Not hiring in People Admin Applicant Tracking System: YOU WILL NEED TO FOLLOW THE TEAMDYNAMIX PROCESS EVEN IF YOU DO NOT HIRE THROUGH PEOPLE ADMIN.

STUDENTS CANNOT BEGIN WORK UNTIL STUDENT EMPLOYMENT (HR) HAS PROCESSED THE PAPERWORK.

Students will continue to go through Student Financial Assistance to determine their work eligibility (i.e., Federal or Institutional).