

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

HOW TO CREATE STUDENT POSTINGS

<u>TOPIC</u>	<u>PAGE</u>
How to Login People Admin	2
Setting Roles (User Groups)	2
Creating New Postings	3
Establishing Posting Settings	4
Posting Details	5
Supplemental Questions	6-9
Attaching Applicant Documents	10
Creating Guest User Login Access	10-11

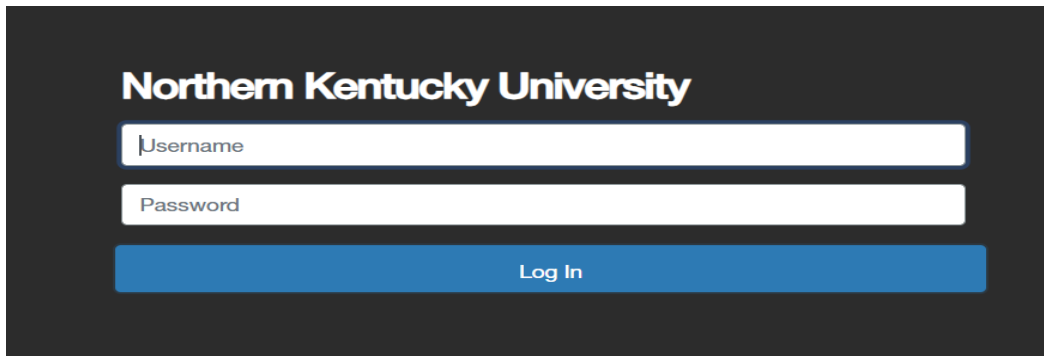
VIEWING, SELECTING & HIRING

Open Posting	11
How to View Applicants	12-13
Selecting for Hire	14
Recommend for Hire	14-15
Team Dynamix: PAR, Background Check, & Student Hire Packet	15

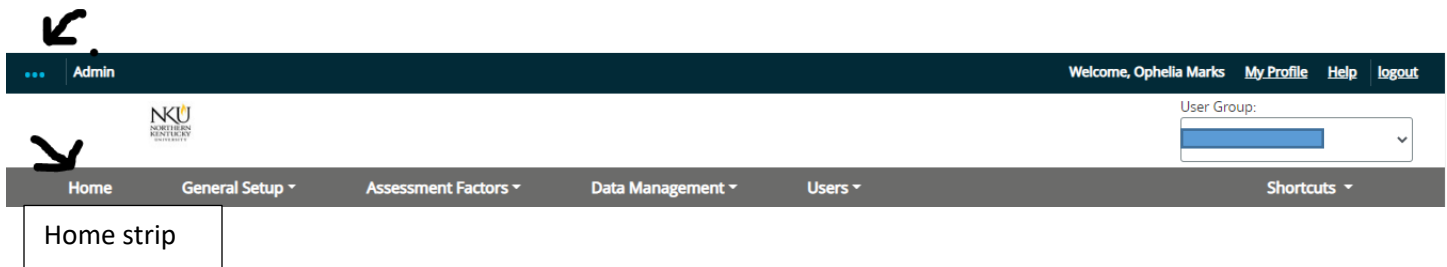
How to use People Admin – STUDENT POSTINGS:

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.

The image shows the login page for Northern Kentucky University. It has a dark gray background. At the top, the text "Northern Kentucky University" is displayed in white. Below this, there are two white input fields: the first is labeled "Username" and the second is labeled "Password". Below the password field is a blue button with the text "Log In" in white.

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.



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.

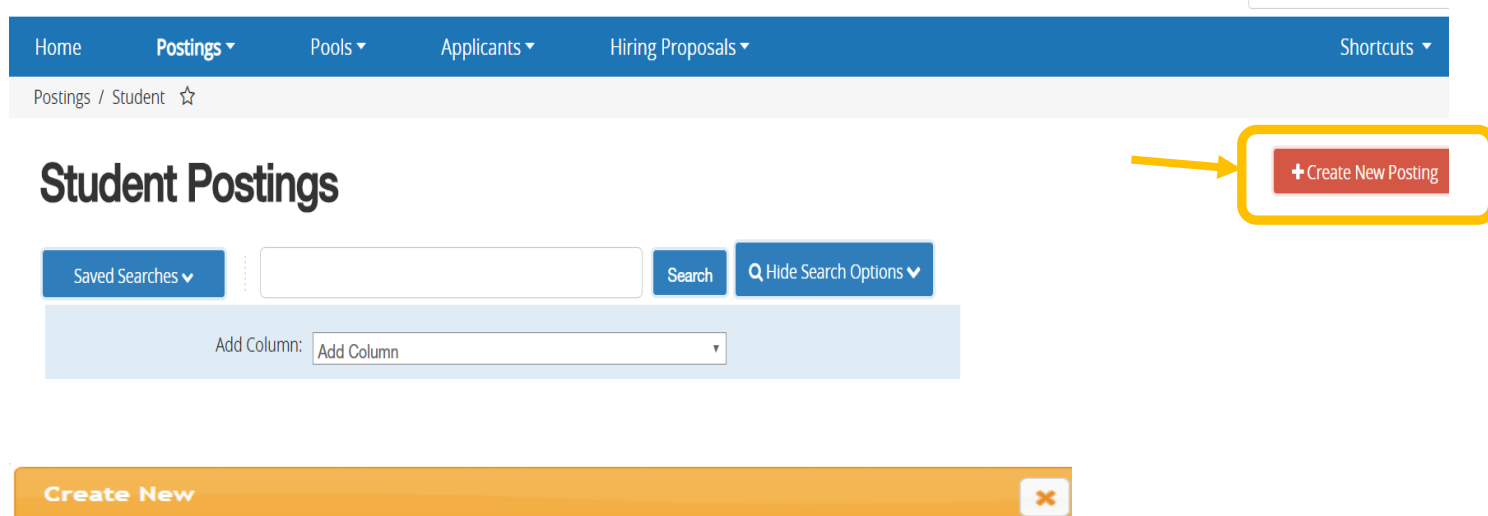


CREATING NEW POSTINGS:

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.



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.

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.

Home

Postings

Pools

Applicants

Hiring Proposals

Shortcuts

Postings / Student / New Posting

New Posting

Create New Posting

Cancel

* Required Information

Working Title

Working Title

Organizational Unit

Vice President Area

Select a Vice President Area

College Org.

Department

Applicant Workflow

Workflow State

Application Referred to Dept Hiring Manager

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

No Document

Allow a document upload when a reference provider submits a Recommendation?

Online Applications

☒

Accept online applications?

Special offline application instructions

Federal legislation requires institutions of higher education to inform prospective members of our community about its most recent crime/incident statistics; crime prevention; security programs and activities; policies concerning the reporting of crime; and related information in accordance with the Campus Security Act, commonly referred to as the Clery Act. Upon request, you can obtain a paper copy of the university's Annual Campus Security Reports by contacting the NKU Police Department, 419 Old Johns

Accepted Application Forms

☒

Student Application

Cancel

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** (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.

Home

Postings ▾

Pools ▾

Applicants ▾

Hiring Proposals ▾

Shortcuts ▾

Postings / [Student](#) / [Testing purposes only](#) (Draft) / Edit: Posting Details

Editing Posting

Posting Details

✔ Posting Documents

✔ Supplemental Questions

✔ Applicant Documents


✔ Guest User

Summary

Posting Details

Save

Save & Continue

 [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

Position Information

*

Working Title

Testing purposes only

Department

Human Resources

Type of Work Study

☐ Federal

☐ Institutional

☐ Graduate

*

Hiring Coordinator

Select Some Options

This field is required.

*

Student Hiring Supervisor

Select Some Options

This field is required.

Pay Rate

*

Building/Office Location

Please select

This field is required.

Contact Information

Hiring supervisor's contact information.
(Will not show on live posting- for HR purposes only).

*

Position Number

Enter # if known or tbd

This field is required.

*

Work Schedule

Enter planned work schedule desired.

This field is required.

Job Description

Can enter "Student Employment".

Primary Responsibilities

Briefly list job responsibilities.

Qualifications

Briefly enter job qualifications.

Minimum Education

Please select

Select the type of work study for the position.

POSTING DETAILS CONTINUED:

Posting Detail Information

Requisition Number

Job Open Date

Job Close Date

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.

* 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.nku.edu/postings/7478>

Save

Save & Continue

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.

Home

Postings ▾

Pools ▾

Applicants ▾

Hiring Proposals ▾

Shortcuts ▾

Postings / Student / TUTORIAL PURPOSES (Draft) / Edit: Supplemental Questions

Editing Posting

✔ Posting Details

✔ Posting Documents

✔ Supplemental Questions

✔ Applicant Documents

✔ Guest User

Summary

Supplemental Questions

Save << Prev Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Save << Prev Next >>

Add a question

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.**

Available Supplemental Questions

Category: Any Keyword: nku student

Add	Category	Question
<input type="checkbox"/>	Education	Are you an NKU student with 30 or more earned semester credit hours?
<input type="checkbox"/>	Education	Are you a current NKU student?
<input type="checkbox"/>	Education	Do you expect to be an NKU student with at least 30 accumulated credit hours by the time the position starts?
<input type="checkbox"/>	Education	Are you a current NKU student or will attend next semester?
<input type="checkbox"/>	Education	Are you an NKU Student?
<input type="checkbox"/>	Uncategorized	Are you a NKU Student?
<input type="checkbox"/>	Education	Are you an NKU student with 30 or more earned semester credit hours?

Can't find the one you want? [Add a new one](#)

[Submit](#)

[Cancel](#)

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

Available Supplemental Questions

Category: Any Keyword: nku student

Add	Category	Question
<input type="checkbox"/>	Education	Are you an NKU student with 30 or more earned semester credit hours?
<input type="checkbox"/>	Education	Are you a current NKU student?
<input type="checkbox"/>	Education	Do you expect to be an NKU student with at least 30 accumulated credit hours by the time the position starts?
<input type="checkbox"/>	Education	Are you a current NKU student or will attend next semester?
<input type="checkbox"/>	Education	Are you an NKU Student?
<input type="checkbox"/>	Uncategorized	Are you a NKU Student?
<input type="checkbox"/>	Education	Are you an NKU student with 30 or more earned semester credit hours?

Can't find the one you want? [Add a new one](#)

[Submit](#)

[Cancel](#)

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.

Editing Posting

Posting Details

Posting Documents

Supplemental Questions

Applicant Documents

Guest User

Summary

Supplemental Questions

Save

<< Prev

Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Education	Are you an NKU Student?	active

Save

<< Prev

Next >>

Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Education	Are you an NKU Student?	active

Possible Answers: Predefined Options

	Answer	Points	Disqualifying
1.	Yes	<input type="text"/>	<input type="checkbox"/>
2.	No	<input type="text"/>	<input checked="" type="checkbox"/>
3.	No response	<input type="text"/>	<input checked="" type="checkbox"/>

Save

<< Prev

Save & Continue

Applicant Documents Section on next page.

9

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.

Home Postings Pools Applicants Hiring Proposals Shortcuts

Postings / Student / TUTORIAL PURPOSES (Draft) / Edit: Applicant Documents

Editing Posting

- Posting Details
- Posting Documents
- Supplemental Questions
- Applicant Documents**
- Guest User
- Summary

Applicant Documents

Save << Prev Save & Continue

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
1	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter/Letter of Application	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Letter of Recommendation 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Letter of Recommendation 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Letter of Recommendation 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

GUESS USER (not mandatory)

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.

Home Postings Pools Applicants Hiring Proposals Shortcuts

Postings / Student / TUTORIAL PURPOSES (Draft) / Edit: Guest User

Editing Posting

- Posting Details
- Posting Documents
- Supplemental Questions
- Applicant Documents
- Guest User**
- Summary

Guest User

Save << Prev Save & Continue

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?

Create Guest User Account

Save << Prev Save & Continue

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”.

Postings / [Student](#) / [Testing purposes only](#) (Draft) / Edit: Guest User

Editing Posting

Posting Details

✓ Posting Documents

✓ Supplemental Questions

✓ Applicant Documents

✓ Guest User

Summary

Guest User

Save << Prev Save & Continue

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.

Guest User Credentials

Guest users may view this posting by using these credentials.

Username

gu208513

Password

V20gFN

Update Password

Email Addresses of Guest User Recipients

Email addresses (one per line)

name@nku.edu
name@nku.edu

Update Guest User Recipient List

Save << Prev 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.

Posting: Testing purposes only (Student)

Current Status: Draft

Position Type: Student

Department: Human Resources

Created by: Ophelia Marks

Owner: Ophelia Marks

Summary

History

Settings

Hiring Proposals

Take Action On Posting

Keep working on this Posting

WORKFLOW ACTIONS

Canceled (move to Canceled)

Send to HR Final Review (move to HR Final Review)

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.

Home Postings Hiring Proposals Shortcuts

Postings / Student

Student Postings

+ Create New Posting

Saved Searches Search Hide Search Options

Add Column: Add Column

Posting Search

"Posting Search" 204 Selected records 0 Clear selection?

← Previous 1 2 3 4 5 6 7 Next →

	Posting Number	Posting Name	Close Date	Department	Active Applications	Workflow State	Responsible Hiring Manager	(Actions)
<input type="checkbox"/>	(None)	Student Phone-a-thon Caller (multiple positions available)	Sep 02	University Development & Alumni Relations	25	Closed	Tsvetoslava Karaivanova	Actions
<input type="checkbox"/>	(None)	Academic Tutor (student employment)	Nov 11	Learning PLUS	16	Closed	Paul Ellis	Actions

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

Home Postings Hiring Proposals Shortcuts

Postings / Student / Student Specialist (Opened) / Summary

Posting: Student Specialist (Student) Edit

Current Status: Opened

Position Type: Student Department: Procurement Services

Created by: Ophelia Marks Owner: Student Hiring Supervisor

Take Action On Posting

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

f t in

Summary History Settings Applicants Reports Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. In the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

✓ Posting Details Edit


Position Information

Working Title	Student Specialist
Department	Procurement Services

HOW TO VIEW APPLICANTS (Continued)

Once you accumulate applicants, they will appear listed below:

Postings / Student / Student Specialist (Opened) / Applicant Review

 **Posting: Student Specialist (Student)** [Edit](#)

Current Status: Opened
Position Type: Student
Department: Procurement Services

Created by: Ophelia Marks
Owner: Student Hiring Supervisor

[Take Action On Posting](#) ▼
★ See how Posting looks to Applicant
🖨️ Print Preview (Applicant View)
🖨️ Print Preview
🔖 Add to Watch List
[f](#) [t](#) [in](#)

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals

[Saved Searches](#) ▼ [Search](#) [More Search Options](#) ▼

All Applicants ✕

"All Applicants" 0 Selected records 0 ✕ Clear selection?

<input type="checkbox"/>	Last Name	First Name	Job Title	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>						

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.

Summary | History | **Applicants** | Reports | Hiring Proposals

[Saved Searches](#) ▼ [Search](#) [Hide Search Options](#) ▼

Add Column: [Add Column](#) ▼
Degree/Diploma:
Confirmation Number:

Email ✕ All Applicants

"Email" 19 ✕ Delete this search? Selected records 0 ✕ Clear selection?

<input type="checkbox"/>	Last Name	First Name	Job Title	Workflow State (Internal)	Application Date	Email	(Actions)
<input type="checkbox"/>			Student Phonathon Caller (multiple positions available)	Application Referred to Dept Hiring Manager	August 18, 2018 at 09:48 PM	<input type="text"/>	Actions ▼
<input type="checkbox"/>			Student Phonathon Caller (multiple positions available)	Application Referred to Dept Hiring Manager	August 22, 2018 at 12:10 AM	<input type="text"/>	Actions ▼
<input type="checkbox"/>			Student Phonathon Caller (multiple positions available)	Application Referred to Dept Hiring Manager	September 06, 2018 at 04:25 PM	<input type="text"/>	Actions ▼

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.

The screenshot shows the 'Job application' page for a 'Student Assistant (Closed)' position. The current status is 'Application Referred to Dept Hiring Manager'. The application form is a 'Student Application'. The page includes fields for Full name, Address, Username, Email, Phone (Primary), Phone (Secondary), Position Type (Student), and Department (Human Resources). The 'Take Action on Job Application' dropdown menu is open, showing options: View Posting Applied To, Preview Application, Edit Application, and Reactivate. A yellow arrow points to the dropdown menu.

From the drop-down list, select “Recommend for Hire”

The screenshot shows the 'Job application' page with the 'Take Action on Job Application' dropdown menu open. The 'Recommend for Hire (move to Recommend for Hire)' option is selected. A yellow arrow points to this option. The page also shows a 'Personal Information' section with an 'Edit' button.

You will see a pop-up box.... Click “submit”.

The screenshot shows a 'Take Action' pop-up box. The title is 'Take Action' and the content is 'Recommend for Hire (move to Recommend for Hire)'. There are two buttons: 'Submit' and 'Cancel'. A yellow arrow points to the 'Submit' button.

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).