

If you do not currently have access, please send a request to [marks@nku.edu](mailto: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

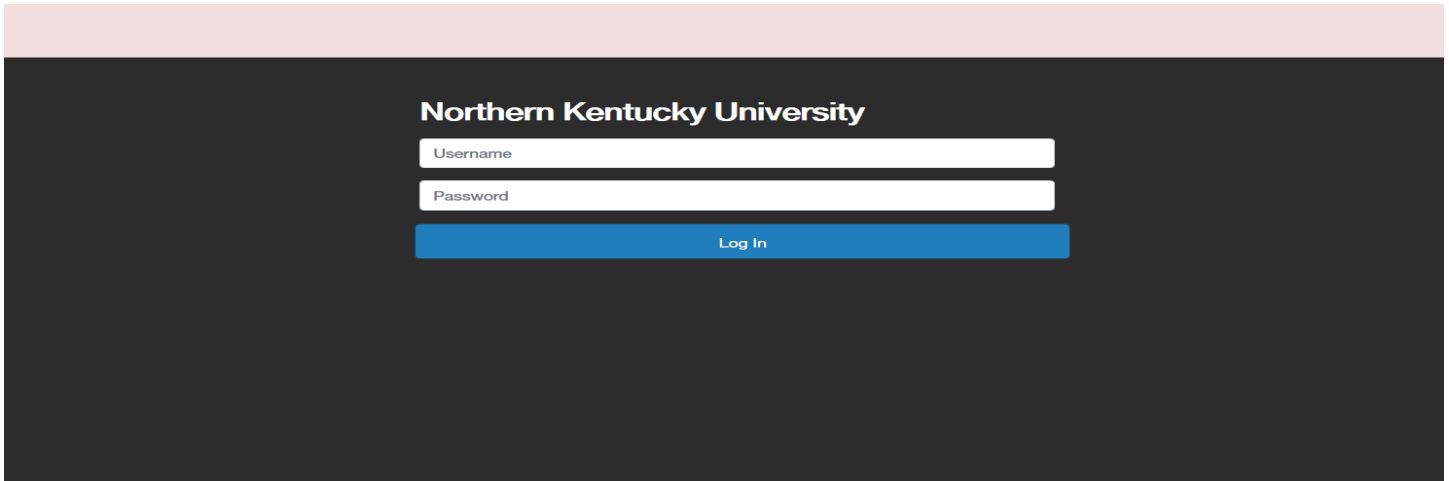
## VIEWING AND SELECTING APPLICANTS FOR HIRE

Open Posting	11
How to View Applicants	12-13
Selecting for Hire	14
Recommend for Hire	14-15
Next Steps: Background check, Student Hire packet & PAR	15

## How to use People Admin – STUDENT POSTINGS

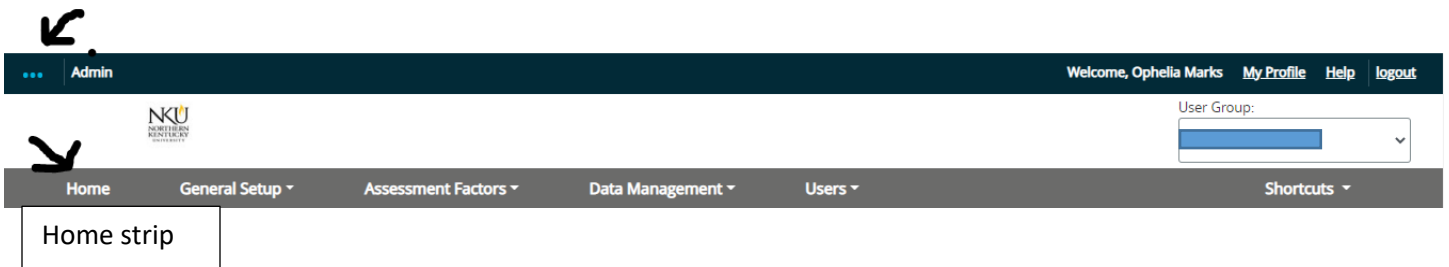
Log in address: <https://jobs.nku.edu/hr> (be sure the “hr” is on the end or else you will be on the applicant side)

Use your NKU username and password.



The image shows the login page for Northern Kentucky University. It features a dark gray background with the university's name at the top. Below the name are two white input fields for 'Username' and 'Password', and a blue 'Log In' button.

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.



The image shows the 'Admin' dashboard. The top navigation bar is dark green with 'Admin' on the left and 'Welcome, Ophelia Marks My Profile Help logout' on the right. Below this is a gray navigation bar with 'Home', 'General Setup', 'Assessment Factors', 'Data Management', 'Users', and 'Shortcuts'. A 'User Group' dropdown menu is visible on the right. A red box highlights the 'Home' link, and a red arrow points to the three dots in the top left corner.

Be sure you are in the proper “role” to view/create postings. Make sure the user group box displays the correct role for you. Use the dropdown arrow in the upper right corner of the page to select the correct role (i.e. Search Committee Member, Faculty Hiring Manager, Staff Hiring Manager, Student Hiring Manager, etc.).



The image shows the 'Applicant Tracking System' dashboard. The top navigation bar is dark green with 'Applicant Tracking System' on the left and 'Welcome, Ophelia Marks logout' on the right. Below this is a blue navigation bar with 'Home', 'Postings', 'Hiring Proposals', and 'Shortcuts'. A 'User Group' dropdown menu is visible on the right, showing 'Student Hiring Supervisor'. A red arrow points to the dropdown arrow in the 'User Group' menu.

Next, click on the “postings tab” and select “student”. Note: those with multiple roles will show different posting types.

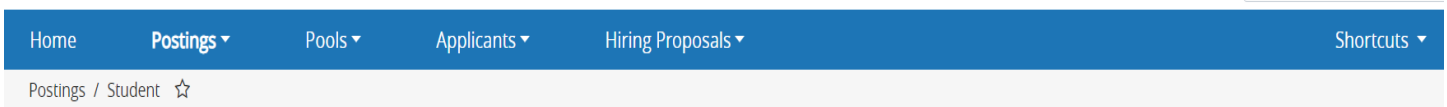


## Student Postings



+ Create New Posting

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.



## Student Postings



+ Create New Posting

Search interface with a search bar, a 'Search' button, and a 'Hide Search Options' button. Below the search bar is an 'Add Column' dropdown menu.

Create New ✕

## 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 “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 \*

**Organizational Unit**

Vice President Area \*

College Org. \*

Department \*

**Applicant Workflow**

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

**References** SKIP

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

**Online Applications**

Accept online applications?

Special offline application instructions

**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" for now. However, follow-up with Student Financial Assistance to obtain a position number). 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
- Department
- Type of Work Study
  - Federal
  - Institutional
  - Graduate
- \* Hiring Coordinator   
This field is required.
- \* Student Hiring Supervisor   
This field is required.
- Pay Rate
- \* Building/Office Location   
This field is required.

Select the type of work study for the position.

- Contact Information
- \* Position Number   
This field is required.
- \* Work Schedule   
This field is required.
- Job Description
- Primary Responsibilities
- Qualifications
- Minimum Education

## 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.nku.edu/postings/7478>

Save

Next >>

## SKIP "POSTING DOCUMENTS" SECTION

### 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](mailto: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 Add a question

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

Save << Prev Next >>

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.**

### Available Supplemental Questions

Category:  Keyword:

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](#)

**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:  Keyword:

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?



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

Empty answers will be excluded.

Click and drag possible answers to reorder them.

Possible Answer 1:  ✕

Possible Answer 2:  ✕

**Next: To make questions valid, click on the title of the question, check the boxes activate disqualifications, 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 <input type="checkbox"/>

Save << Prev Next >>

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

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 Next >>

Submit Cancel

**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](mailto:marks@nku.edu) with your request and we can add to the list.

The screenshot shows the 'Applicant Documents' section of a web application. The top navigation bar includes 'Home', 'Postings', 'Pools', 'Applicants', 'Hiring Proposals', and 'Shortcuts'. The breadcrumb trail is 'Postings / Student / TUTORIAL PURPOSES (Draft) / Edit: Applicant Documents'. On the left, a sidebar titled 'Editing Posting' has 'Applicant Documents' selected. The main content area is titled 'Applicant Documents' and includes 'Save', '<< Prev', and 'Next >>' buttons. Below the title, there is a grey bar and a text instruction: '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.' A table follows with columns for 'Order', 'Name', 'Not Used', 'Optional', and 'Required'. The table contains six rows of document types, each with radio buttons for selection.

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

The screenshot shows the 'Guest User' section of a web application. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail is 'Postings / Student / TUTORIAL PURPOSES (Draft) / Edit: Guest User'. On the left, a sidebar titled 'Editing Posting' has 'Guest User' selected. The main content area is titled 'Guest User' and includes 'Save', '<< Prev', and 'Next >>' buttons. Below the title, there is a grey bar and a text instruction: '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.' Below this, there is another text instruction: '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.' Below that, it says 'When finished or to skip this section, click the Next button.' Then, there is a question 'Want to give guests access to view this posting?' with a yellow highlight and an arrow pointing to a 'Create Guest User Account' button. At the bottom right, there are 'Save', '<< Prev', and 'Next >>' buttons.

**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” and “next”.**

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 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.

**Guest User Credentials**  
Guest users may view this posting by using these credentials.

**Username**  
gu120833

**Password**  
C2NKGr Update Password

**Email Addresses of Guest User Recipients**  
Email addresses (one per line)

**Click “next”. You will now view the finished version of the posting. HR will review and open the posting.**

**For selection and hiring process, see section “How to view student applicants in People Admin” on page 12.**

**If you have any additional questions, please contact Ophelia Marks, Employment Coordinator at 859-572-6385 or [marks@nku.edu](mailto: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.

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 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

## 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

Facebook Twitter LinkedIn

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

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

All Applicants ✕

"All Applicants" 0 Selected records 0 ✕ Clear selection? [Actions ▾](#)

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

## You will then click on the applicant's name to open the application for review.

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

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

Add Column:  Add Column ▾

Degree/Diploma:

Confirmation Number:

Email ✕ All Applicants

"Email" 10 ✕ Delete this search? Selected records 0 ✕ Clear selection? [Actions ▾](#)

	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		<a href="#">Actions ▾</a>
<input type="checkbox"/>			Student Phonathon Caller (multiple positions available)	Application Referred to Dept Hiring Manager	August 22, 2018 at 12:10 AM		<a href="#">Actions ▾</a>
<input type="checkbox"/>			Student Phonathon Caller (multiple positions available)	Application Referred to Dept Hiring Manager	September 06, 2018 at 04:25 PM		<a href="#">Actions ▾</a>

## 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.

Summary | History | Applicants | Reports | Hiring Proposals

Saved Searches [v] [Search] [Hide Search Options]

Add Column: [Add Column]

Degree/Diploma: [ ]

Confirmation Number: [ ]

Email [x] All Applicants

"Email" [19] [x] Delete this search? Selected records [0] [x] Clear selection? [Actions]

Last Name	First Name	Job Title	Workflow State (Internal)	Application Date	Email	(Actions)
[Redacted]	[Redacted]	Student Phonathon Caller (multiple positions available)	Application Referred to Dept Hiring Manager	August 18, 2018 at 09:48 PM	[Redacted]	Actions [v]
[Redacted]	[Redacted]	Student Phonathon Caller (multiple positions available)	Application Referred to Dept Hiring Manager	August 22, 2018 at 12:10 AM	[Redacted]	Actions [v]
[Redacted]	[Redacted]	Student Phonathon Caller (multiple positions available)	Application Referred to Dept Hiring Manager	September 06, 2018 at 04:25 PM	[Redacted]	Actions [v]

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

Home | Postings [v] | Pools [v] | Applicants [v] | Hiring Proposals [v] | Shortcuts [v]

Postings / ... / Student Assistant (Closed) / Applicant Review / [Redacted] Referred to Dept Hiring Manager Search Results: 1

Job application: [Redacted]

Current Status: Application Referred to Dept Hiring Manager  
Application form: Student Application

Full name: [Redacted] Created by: [Redacted]  
Address: [Redacted] Owner: Student Hiring Supervisor

Username: [Redacted]  
Email: [Redacted]  
Phone (Primary): [Redacted]  
Phone (Secondary): [Redacted]  
Position Type: Student  
Department: Human Resources

Summary | Documents | Recommendations (0 of 0) | History | Reports

- Take Action On Job Application [v]
- ★ View Posting Applied To
- ★ Preview Application
- ✎ Edit Application
- 🔄 Reactivate

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

Home | Postings [v] | Pools [v] | Applicants [v] | Hiring Proposals [v] | Shortcuts [v]

Postings / ... / Student Assistant (Closed) / Applicant Review / [Redacted] Referred to Dept Hiring Manager Search Results: 1

Job application: [Redacted]

Current Status: Application Referred to Dept Hiring Manager  
Application form: Student Application

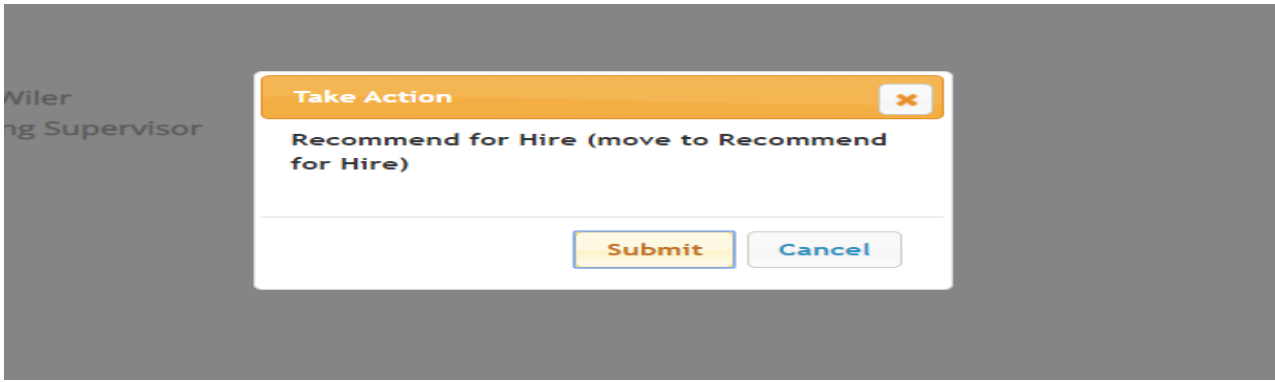
Full name: [Redacted] Created by: [Redacted]  
Address: [Redacted] Owner: Student Hiring Supervisor

Username: [Redacted]  
Email: [Redacted]  
Phone (Primary): [Redacted]  
Phone (Secondary): [Redacted]  
Position Type: Student  
Department: Human Resources

Summary | Documents | Recommendations (0 of 0) | History | Reports

- Take Action On Job Application [v]
- Keep working on this job application
- WORKFLOW ACTIONS
- Approve Applicant for First Tier (move to 1st Tier)
- Approve Applicant for Second Tier (move to 2nd Tier)
- Recommend for Hire (move to Recommend for Hire)
- Do Not Move Forward (move to Not Selected - No System Email (use this option when you prefer to notify the applicant yourself))
- Not Selected, Send Email (move to Not Selected - Send Email (this will automatically send an email to the applicant letting them know they were not selected))
- MOVE DIRECTLY TO...

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



## NEXT STEPS

### Students (No prior NKU work experience)

Students who have never worked on campus must complete the student new hire packet. Hiring official may complete the student's I9 verification.

Submit the completed student new hire packet and Student PAR to [stuemployment@nku.edu](mailto:stuemployment@nku.edu)

### Students with prior NKU work experience or current assignments

If the student HAS worked on campus before or has a current assignment, ONLY submit a Student PAR to [stuemployment@nku.edu](mailto:stuemployment@nku.edu).

### Background Check Process

Student Employment checks to see if the student is required to complete a background check. If yes, the student will be notified via email from **RiskAware** to complete this process. For questions regarding the background check, **Contact** [stuemployment@nku.edu](mailto:stuemployment@nku.edu).

Once the background check results clear (returns) **AND** the student new hire packet **AND** PAR has been submitted, Student Employment will process the paperwork.

Student New Hire Packet and Student PAR can be found on the [Student Employment website](#).

Student Employment will notify you of when the student is in SAP.

**STUDENTS CANNOT BEGIN WORK UNTIL STUDENT EMPLOYMENT HAS PROCESSED THE PAPERWORK.**