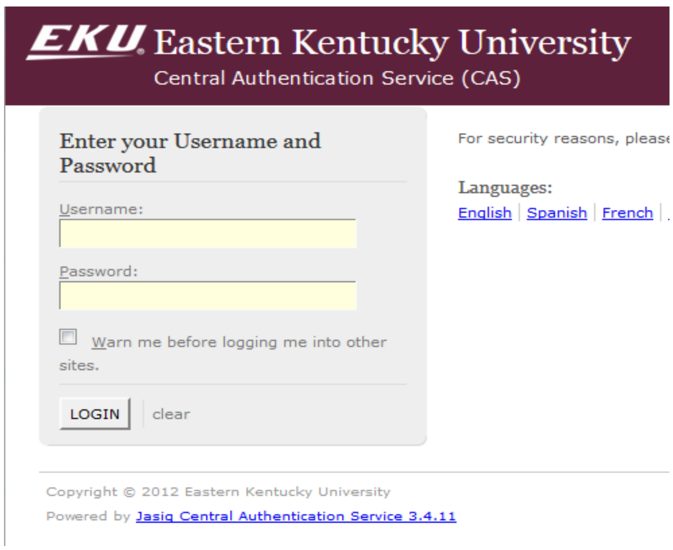
EKU Human Resources
GA/Student/Part-Time OES Posting Instruction

Identify your Hiring Need/Funding Availability

1. Before posting a position, please confirm how many student employees you will need based on your department's budget (i.e. Institutional vs Federal Work Study funds).
2. Discuss with the appropriate person (Dean, Supervisor, and/or Co-Worker) what their hiring needs are and make sure that you are all aware of your departmental limitations/obligations for hiring student workers.

Logging In to the OES Applicant Tracking Portal

3. Go to https://jobs.eku.edu/hr/sso
4. Enter your EKU E-mail Username and Password at the EKU CAS page



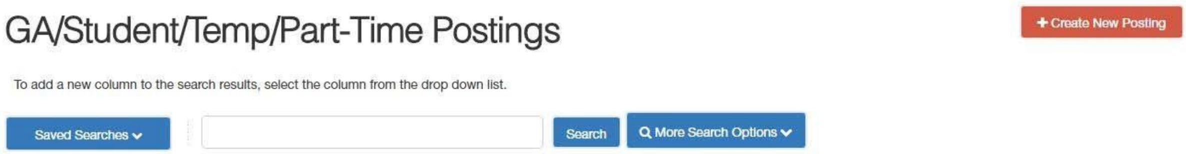
Creating a new Position through the OES Applicant Tracking Portal

5. Verify that you are in the correct user group in the top right corner of your screen. You should be in the "Hiring Official" user type selected. (You can default to this setting by going to "My Profile" from the employee setting, choosing edit and changing your defaults at the bottom.)

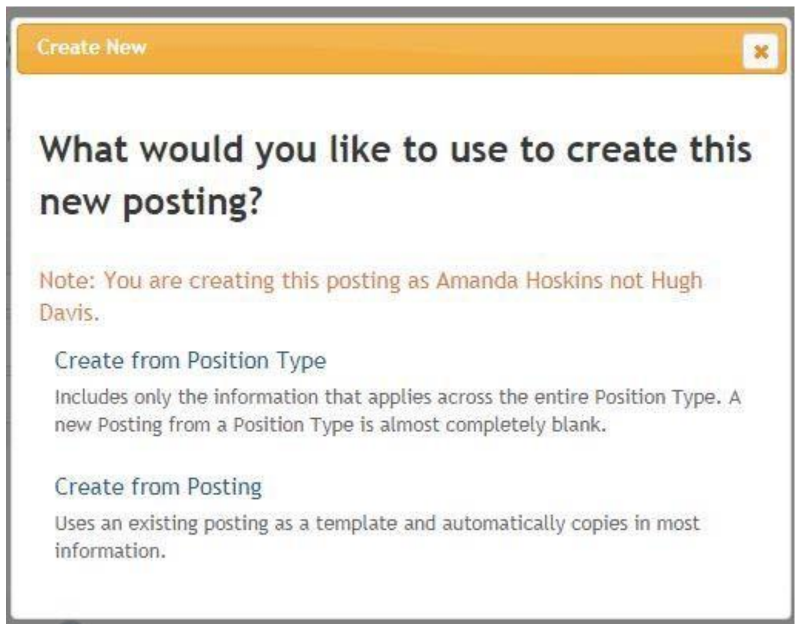
6. Verify that you are in the correct Applicant Module by clicking on the three blue dots in the top left corner by Admin. You should be in the "Applicant Tracking System" Module.

7. Hover your mouse over the "Postings" tab at the top middle of the screen and select the "GA/Student/Part-Time" posting option.

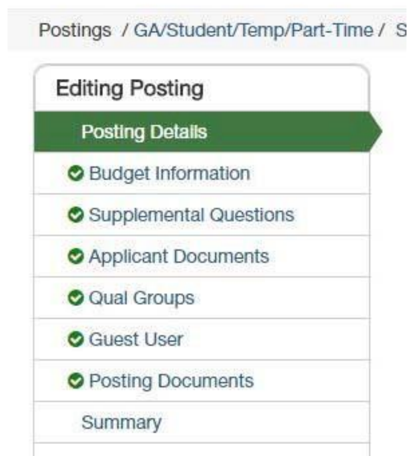
8. Click the orange "+Create New Posting" button on the right side of the screen.



9. A popup window will appear asking what you would like to use to create this new posting. Select "Create from Position Type" to create a new posting from scratch. (Once you have posted, you can then use the "Create from Posting" option as a template.)



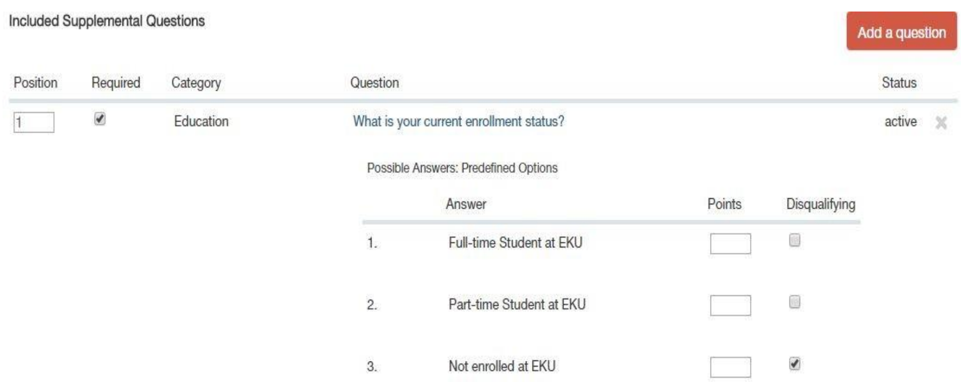
10. On the new posting screen enter the Position Title and
    a. Organizational Unit: Much of this field will default in based on the organizational codes you have access to. If you are a hiring official for multiple Departments (EKU Colleges) or Units (EKU Departments) you will select the appropriate area from a dropdown menu.
    b. Online Applications: Always make sure the box next to "Accept online applications?" is checked. You will not need to enter any information in the "offline application instructions" box as all student applications are ONLY collected online.
    c. Select the square checkbox next to "Student/GA Application" option at the bottom of the page. (Volunteer is an option for bulk background checks, 10 or more.)
11. When you are finished, click the orange "Create New Posting" button at the top or bottom of the screen.
12. You will see a list of sections on the left side of the screen.



These are all of the screens that may be edited as you setup your posting. You may navigate through these screens using the "Next" button or by clicking on the name of the section.

a. Posting Details: Enter all required information about your job (<u>never</u> choose open until filled)
b. For department user you can include yourself and anyone else in the department who will be reviewing applications.
c. The job date pertains to when the posting starts, not when the actual job begins.
d. Be sure to include hourly/stipend rate
e. Budget Information: Select the name of your budget from the dropdown list. Then enter the budget code that your job will use. If you have multiple budgets, you may add another section and repeat the above steps. All sections must add up to 100%. (See image on next page)

f. Supplemental Questions: There are 2 required questions for ALL undergraduate student applications (1) What is your current enrollment status? (2) Are you eligible for Federal Work Study and/or Institutional Work Study funding?



g. Once you select your questions be sure to click on the question titles to choose if any of the answers are disqualifiers, and check the box next to the question making it required. Hiring officials may select and create additional questions in addition to the above required questions by clicking the "*add new one*" in the bottom right hand side of the screen.

h. Applicant Documents: Select the Optional and Required documents applicants will be requested to attach.

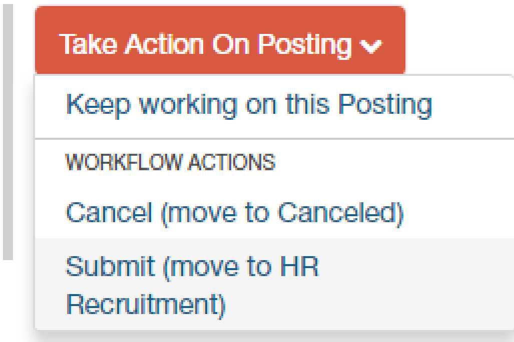
i. Qual Groups: **NOT APPLICABLE TO STUDENT POSTINGS**

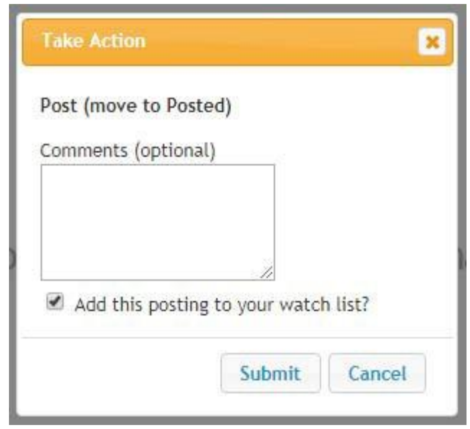
j. Guest User: Create an account if you are working with another hiring official from outside of your department.

k. Posting Documents: Attach your approved student hiring freeze form

13. Once you have entered all required information, you will be taken to the summary page and given the opportunity to review your job posting.
14. When satisfied with your position, hover your mouse over the "Take Action Button" and select the "Submit (move to HR Recruitment)" option. A popup box will then appear giving you the opportunity to attach any notes to your submission (<u>all comments will be added to the</u>

application history section and are part of the public record). The "Add this posting to my watch list" option is checked by default for all new submissions. (This allows the position to show on your home screen)

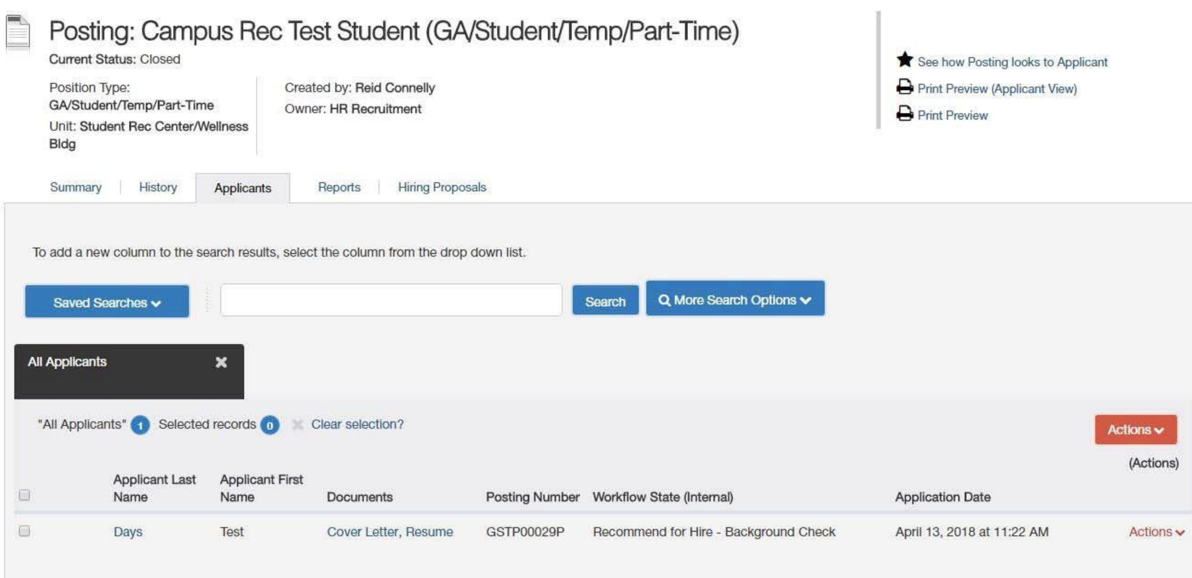




15. You will be notified by an automated e-mail when your position has been posted

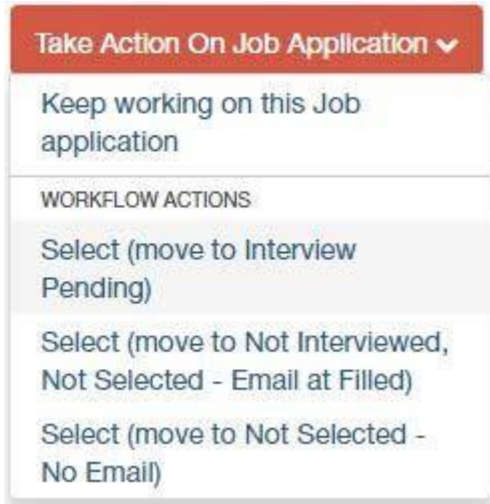
Selecting your Candidate(s)

16. Select the application you want to review by either clicking on the name in your watch list or by navigating to the "GA/Student/Part-Time" Postings section and selecting the requisition from the list.
17. Once in the requisition, select the "Applicants" tab



18. Select the applicant by clicking on their name

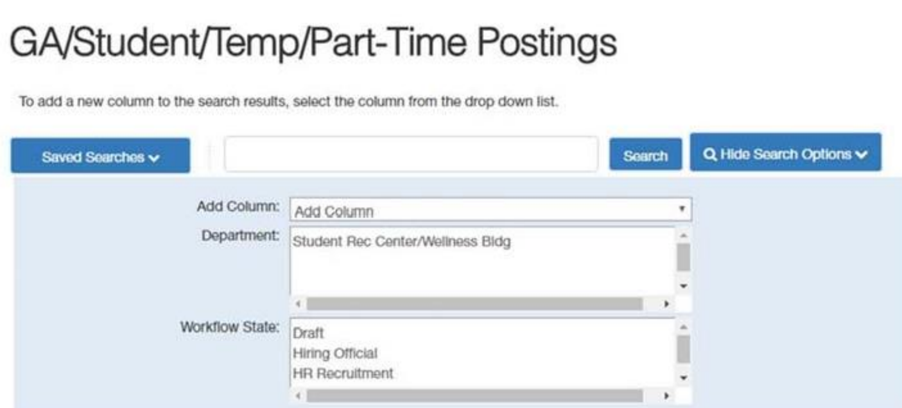
19. To move the applicant forward in the hiring process, hover your mouse over the orange "Take Action On Job Application" button and select the next workflow state.



20. If the student(s) chosen needs a background check, HR will submit the request and the student will get an e-mail from GIS in 24 hours. The e-mail will be sent to the address associated with the student's application.
21. Once the background check returns, or if one was not needed at this time, HR will change the student's status to "Hired" and you will receive an e-mail from HR containing a partially completed SWAF (Student Worker Authorization Form).
22. Once you receive this e-mail, submit your completed SWAF to HR. The student is not cleared to begin work until you receive the final clearance email from HR.

Creating a Saved Search

23. Go to the Postings tab and select "GA/Student/Part-Time". Click on the blue button called "More Search Options". You will get this screen that allows you to add columns, sort department and workflow state.



24. Once you have create the search you need, there is a Save this Search? in blue under Ad hoc search. Click this and you can name it, make it personal to you and also make it your default search if you wish.