UNIVERSITY OF KENTUCKY

Quick Guide for Posting Student/other Positions

The **Student/other position** type is used to post the following positions: *(Postings can be public or invitation ONLY)*

- Student positions paid on a student wage line (e.g. Federal Work Study, Student Workers, GA/RA/TA, etc.)
- Non-STEPS temporary positions (e.g. on-call RNs, scientific positions funded by grants, etc.)
- Non-benefited positions (e.g. Post-Doctoral Scholars, Adjunct Faculty, etc.)

Checklist for Creating a Posting:

☐ 1. Log into the system and select Search Coordinator role (in the **Applicant Tracking** system)

☐ 2. Select **"Student/other"** category listed under the Posting menu/tab

☐ 3. Select Create New Posting in the upper right-hand corner. You will be given two options:
   a. Create from Position Type – will be a brand new blank posting
   b. Create from Posting – will allow you to create from previous posting

☐ 4. Enter the following once you have selected one of the above options:
   a. Job Title
   b. Department
   c. Select "Accepted Application Forms" based on the type of position you are hiring Options: Staff Application, Student Application, or Academic Profile

   * It is critical to ensure the "Accept online applications?" box is checked *(Not selecting this box will result in not being able to hire your employee)*

☐ 5. Select Create New Posting in the lower or upper right-hand corner

☐ 6. Complete all information on the **Posting Details** section

☐ 7. Click Next >> to add **Posting Specific Questions** you would like to use to assist in screening applicants

   * For instructions on adding questions, use the Quick Guide for Posting Specific Questions

☐ 8. Click Next >> to select the **Applicant Documents** you would like to include in addition to the application

   * Optional – Provides functionality for attaching document, but does not require attachment for applying purposes
   * Required – Provides functionality for attaching document and requires attachment in order to officially apply for posting

☐ 9. Click Next >> to establish a **Guest User** account by completing fields if applicable

☐ 10. Click Next >> to upload **Posting Documents** for internal reference (e.g. advertisement verbiage, internal communication, etc.)

☐ 11. Click Next >> to review **Summary** to ensure necessary posting information is included

☐ 12. Select Take Action On Posting ▾ and click one of the following status options:

a. **"Open Posting"** – will publicize posting on UK Jobs for applicant to apply
b. **"Internal/Invite Only"** – will activate quick link to email for pre-selected candidate(s)

☐ 13. Enter applicable comments and select Submit on the **Take Action** dialogue box

☐ 14. A green heading will appear if your posting was successfully submitted

Checklist for Reviewing Applications and Ordering Pre-Employment Screening:

☐ 1. Log into the system and select Search Coordinator role (in the **Applicant Tracking** system)

☐ 2. Select **"Student/other"** category listed under the Posting menu/tab

☐ 3. Locate the posting you would like to view and click on the Job Title

☐ 4. Click **"Applicants"** to obtain the list of individuals who have applied

☐ 5. Click on the applicant name to view their application form. Use your browser's back button to return to list of applicants

☐ 6. Once you have selected a person you would like to hire, order the required pre-employment screening by viewing the application and clicking Take Action On Job Application ▾

☐ 7. Select the applicant status of **"Accepted Offer – Initiate PES"** and then click **"Submit"** to finalize the status change

Checklist for Closing a Posting:

☐ 1. Log into the system and select Search Coordinator role (in the **Applicant Tracking** system)

☐ 2. Select **"Student/other"** category listed under the Posting menu/tab

☐ 3. Locate the posting you would like to view and click on the Job Title

☐ 4. Click **"Applicants"** to obtain the list of individuals who have applied

☐ 5. Click each applicant's name in order to view their application form

☐ 6. Click Take Action On Job Application ▾ and select one of the following status options:

a. **"Not Selected for Position"** and then click **"Submit"** to finalize the status change
b. **"Hired"** and then click **"Submit"** to finalize the status change

☐ 7. Repeat this step for each applicant within your applicant pool

☐ 8. Once all disposition reasons have been entered, close the position by clicking on Take Action On Posting ▾ and select **"Filled"**