MODULE VII

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Creating a Staff or Professional Posting

To begin login to the site at https://jobs.nccu.edu/hr. On the Home Page, from the Shortcuts box, select Create New Graduate Assistant/Temporary Posting.

This box will appear for you to choose Create from Position Type or from Classification or from Posting.

If you do not see the position you wish to create the posting you can utilize the search box. First click “More search options” to expand your search. Enter the position number in the search box and click “search”.

Choose “Create From” by hovering over and clicking to select.

**New Posting Settings**

Enter the Position Title. The Department field may be a drop-down depending on the user’s permissions. If you have more than one department as part of your user assignments a drop-down box will allow you to choose from those departments. If you have one department assigned, that department will default to the field.

Click the orange “Create New Posting” button located in the top right corner of the screen.
Posting Details Tab

You will need to create a draft posting for the temporary position. (See Posting Guide) You will need to complete most of the posting information even though this position will not be recruited but only offered to your selected applicant.

*Please complete at least the Posting Details and Applicant Documents tabs.

Once the draft posting is complete, select the option to send it to your departmental Approver. When the Approver submits the posting to Employment, include in the comments box the name of the individual along with their email address so your Employment Consultant can contact the selected applicant and provide them with the Internal Link to the posting for them to submit their application.

*If you need to recruit to fill this temporary position, the process is the same as for any other position. (See Posting Guide)
Managing Applicants

Once the applicant has completed the application, you will manage their application by updating their status to “Recommended for Hire”.

To view the application, check the box next to the Full Name of an applicant and then hover over “Actions” to see the link to “View Application”.

After clicking on the “View Application” the full application can be viewed. You can move this applicant to the appropriate workflow status of “Recommend for Hire.”
Once an applicant is transitioned to “Recommend for Hire”, you will then see the option “**Start Temps (Graduate Assistants/Temporary) Hiring Proposal**” on the right of the screen. Click on this link to start the hiring proposal.

### Creating the Hiring Proposal

Once you click on the “Start Temps (Graduate Assistants/Temporary) Hiring Proposal” link, you will be asked to confirm the action:

You will then need to complete all required fields marked with a red asterisk (*) on each tab before submitting the Hiring Proposal to the next step in the workflow:
Then choose **Save** button to move to the next page.

On the “Hiring Proposal Summary” tab, you will have the opportunity to review the Hiring Proposal before submitting it. To submit the Hiring Proposal to the next step in the workflow, hover over orange “Take Action on Hiring Proposal” button located on the top right corner of the screen and select “Submit to Approver”.


Provide any comments and choose “Submit”.

Temporary Hiring Proposals for NCCU will go through approvals by Approver, Compensation, Level 1, Level 2, and VP of Admin before it is sent to Employment. You will be notified by Employment when you can proceed with extending the offer.

**Please Note** that if your requested offer exceeds the original approved budget amount, any Hiring Proposal must receive further financial approval based on funding, i.e. Budget, Sponsored Research, Contracts and Grants and/or Title III prior to being sent to HR Employment.

Employment will handle any criminal background check required and coordinate with the Hiring Manager for ensuring all details are completed so the temporary employee can begin working.
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