



NSU's Employment Application System Improvement (EASI) EASI is Easy

Northeastern State University utilizes a web based online employee recruitment system job posting, vacancy replacement approval, receiving applications and other related application documents, reviewing applicant data, screening applicants and moving applicants through the selection and non-selection process.

EASI replaces the paper application process, application, paper resume and other applicant documents.* Plus EASI makes the Request to Fill Vacant Position and Recruitment Report, Applicant Selection/Non-Selection forms obsolete. All of the processes are completed online for these activities.

Originator/Hiring Management may enter postings and initiate the online approval process. Originator/Hiring Management, screening committee chairs and screening committee members are able to review applications and other applicant material associated with a job posting. Deans, Directors and up to the President are able to view information for their respective areas. Screening committee members receive a special guest user account to view applications. See Responsibility Levels in this document.

EASI does not replace the need to communicate with appropriate departmental and executive management throughout the process. Some departmental management require approval outside of EASI.

EASI is accessed using a distinctive link and not the same link as used by applicants. Save this link as a favorite. <https://nsuok.peopleadmin.com/hr>

EASI users should review all Administrator Alerts on the EASI Home page. EASI is best utilized with Firefox or Internet Explorer as the browser.

Information and all documents with EASI are confidential and should only be viewed by approved individuals or discussed with approved individuals.

More information is available on Blackboard under Faculty/Staff Training, Human Resources Training, Management Training and Information, Hire the Best. This document includes: Page 2: **Post a Job**; Page 4: **Approve a Posting**; Page 5: **Workflow Approvals**; Page 6: **Review Application/Documents and Process Applicants**; and Page 8: **Levels of Responsibility**.

A required training video is located on Blackboard for any employee involved in the screening, selection or hiring process. The Blackboard link allows NSU to record participation. This should be completed prior to accessing the EASI system. For non-employee screening committee members, a link to the video is provided in each access email. For ease in subsequent review, a link to the video is on the EASI Home page (this link does not record participation.)

EASI STEPS to Post a Job

1. Contact the Office of Human Resources for assistance at any time.
2. On the **Home** page right side under **Shortcuts**, select **Create New Staff or Faculty Posting**.
3. Select **Create A Posting from Position Type**. A posting can be created from a previous posting or a template if loaded in the system. **Note:** If creating from a posting, use that link and then the **ACTION** button on the right of the posting to be cloned. Click on **Create From**. This loads past information into a new posting.
4. Enter the job title, use the drop down menu (if offered) to select the location, division and department. **NEW:** Select the point in the application process that you would like to request a letter of reference or reference questionnaire from a viable/top candidate. The Office of Human Resources strongly recommends selecting these options (call HR for more information):

Reference Notification = Request Letter(s) of Recommendation
Recommendation Workflow = Letters of Recommendation Received

By selecting these two options: 1) top candidates under consideration may be moved to the Request Letter(s) of Recommendation state individually or as a group and emails will be generated to the reference givers' email addresses as indicated by the applicant on the application form. Letters are viewable once received and by using Letters of Recommendation Received, a candidate's state is changed when all are received.

Check the box for Employment Application and click on **Create New Posting**.

5. Fill in the information needed for the **Position Details** using the text boxes and dropdown menus. Use the approved job description to copy/paste.
6. Add **Supplemental Questions, Points or Disqualifiers** as appropriate to screen applicants. Adding any questions or options is discretionary. An answer to a question may be required by checking the **Required** box to the left of the question on the Posting Specific Questions page.
7. Request and/or require specific documents be attached to the application. Asking for documents is optional. An official transcript cannot be attached; therefore, copies may be attached but should not be required. Job offers are conditional until an official transcript is received by NSU when a degree is required for the position.
8. **NEW.** An option will be presented to require reference or recommendation documents. Select "Yes" to require an applicant provide email address(es) for reference documents. A maximum and a minimum number of requests must be added. An applicant must provide the minimum number to apply and will not be able to exceed the maximum number. The Office of Human Resources recommends selecting a maximum of 5 and a minimum of 3. If "No" is selected, enter a zero in both the minimum and maximum.

9. List the primary hiring management or screening committee chair person. Add names of individuals to be involved in hiring process or screening committee. Add email addresses for the screening committee members. An email will be generated to committee members which provides guest user ID and password. Non-employees will also receive an email when the respective email is generated.
10. From the **Summary** page ensure all required information has been completed. Scroll down the **Summary** page. Blue next to each section means all required data has been completed. Orange indicates missing data.
11. From the **Summary** page click the **Take Action on Posting** button and click on **Send to Hiring Authority** to begin the posting approval process. Any **Comments** about this posting may be added at this time within the email generated to the next level approver. See Workflow below for appropriate approval steps.

EASI STEPS to Approve Posting

1. Contact the Office of Human Resources for assistance at any time.
2. On the **Home** page, make sure the security level is the appropriate level needed for the action to be taken, i.e. Hiring Authority or Executive Approver. View the jobs in the **In Box** or **Watch List**. The **Current State** column will identify what level needs to take action. Reference the Workflow below.
3. Click on the **Job Title** that needs action. If the **Job Title** is not visible on the **Home** page, click on the **Postings** tab at the top and select either faculty or staff posting.
4. From the **Summary** page, a view of all information is available.
5. From the **Summary** page, click on the **Take Action on Posting** orange button and click on the appropriate next level of approval or return the posting to the Originator/Hiring Manager. Any comments about this posting may be added for the next level approver.

NOTE for **Hiring Authority**: For part-time, adjunct or temporary replacement, click on the Part-time, Adjunct, Temporary Position. These position approvals go directly from Hiring Authority to the Office of Human Resources and do not require Executive level approval.

6. Click on the **Submit** button.

*If the **Take Action on Posting** button is not visible, check the security level on the **Home** page. **Take Action on a Posting** can only be initiated on the **Summary** page.

Workflow for Approval

On the Summary page, click on the orange button on the left **Take Action on Posting** for a list of possible actions for the posting.

Keep Working on Posting allows an opportunity to come back to the posting at a later date.

Send to Originator/Hiring Management will return the posting to the Hiring Management and should include a comment in the comment box. This action moves the posting back not forward for approval.

Send to Hiring Authority will move the posting to the InBox for the respective Dean or Director. (Director is the highest account sponsor for a division/department.) This is step 1 in the electronic approval process.

NOTE for **Hiring Authority**: For part-time, adjunct or temporary replacement, click on the Part-time, Adjunct, Temporary Position. These position approvals go directly from Hiring Authority to the Office of Human Resources and do not require Executive level approval.

Send to Vice President or Provost (Executive Approver) is the next level (step 2) of approval depending on the hierarchy within the department or area. Directors of staff departments will move the position to Vice President and academic departments will move the position to Academic Vice President/Provost. Deans or Directors who report directly to the Provost will move the position to the Vice President/Provost for approval.

Executive Approver (Vice President or Provost) will forward approved posting (step 3) to HR Review.

HR Review (step 4) initiates a review of the posting and then to Director of HR (step 5) for posting.

Review Application/Documents and Process Applicants

1. Contact the Office of Human Resources for assistance at any time.
2. On the **Home** page, view the jobs in the Watch List. If no jobs are in the **Watch List**, click on the **Postings** tab at the top of the page. Click on the type of posting: **Staff** or **Faculty**. The job should be listed at the center of the page.
3. Click on the **Actions** bar on the right on the row for the applicable posting.
4. Click on the **View Applicants** link.
5. Click on the **Actions** tab at the right of each applicant name and select **View Application**. See the complete application and at the bottom of the application, answers to questions and attached documents.

NEW: On each application page, a tab entitled “Recommendations” provides the number of recommendations received. Open this tab to view recommendation information. Click on Action button on the right to view the questionnaire or scroll to the bottom to view the attached document. Activity in the Recommendations tab is dependent on information entered into the posting.

6. Determine interest in each applicant and move to the appropriate state by clicking on **Take Action On Job Application** which is the orange bar at the top right. Select an action and click on the **Submit** button. Repeat selecting an appropriate state for each applicant during the screening process. Regulations require we record the step at which an applicant is rejected. A reason for **Not Hired** must be selected and can be completed by placing the curser on the **reason** and clicking on the appropriate reason.

At this stage, viable candidates or finalist may be moved to Request Letter(s) of Recommendation. Email(s) is generated to reference giver email address(es) immediately upon selecting/submitting this applicant state.

NEW: All candidates interviewed on campus must be given the background check Disclosure form and the Release and Authorization form. The Release and Authorization form must be fully completed by the applicant, sealed in the envelope provided, given to the screening committee chair and returned to the Director of Human Resources. No action is taken on individual data unless the applicant is recommended for hire.

7. Determine applicant to hire, do appropriate background checking and then move to **Recommended for Hire**.

NEW: Moving an applicant to the status of “Recommend for Hire” in EASI generates notification to the Director of Human Resources who will conduct a review of the candidate and will initiate the background check. Background checks are conducted by the Office of Human Resources and must be successfully completed prior to extending a job offer.

8. Wait for the approval to make the job offer which is **Make Offer/Generate PAF** notification from the Director of Human Resources. Ensure that you have necessary approvals from within your department which are outside of EASI.
9. Make the job offer. Job offers should be made conditional until an official/certified transcript is received by NSU when a degree is required for the position. Send the paper **PAF** to the Office of Human Resources.
10. Upon job acceptance by the applicant, move all other applicants to the **Not Hired** state and give an individual **reason** for non-selection for each applicant.

Take Action On Job Application can only be initiated on the individual **Applicant** page. It is important and required that all **Not Hired** applicants have a **reason** for the non-selection recorded by Hiring Management. Affirmative action reports will not be generated without this data.

Levels of Responsibility

Originator/Hiring Management – Includes anyone authorized to enter a job posting and begin the process of approval to open the posting. Once approved, this level may view applicants who have applied to this particular opening, move applicants through the screening process and designate applicant status/state. The Originator/Hiring Management completes all applicant states to close the opening and hire an applicant. This security level includes screening committee chairs.

Hiring Authority – In most cases, this level includes Deans/Directors or equivalent which is usually the highest level Account Sponsor in an area. The Hiring Authority reviews and provides approval at area level to open a job posting.

Executive Approver - Includes Vice President and Academic Vice President/Provost. Approves posting for respective departments/colleges.

HR Assistant Director – Designated individuals in the Office of Human Resources who review posting information, assign data and approve certain information.

HR Director – Director of Human Resources who gives final approval for a posting, determines additional review by Budget Director or President, and reviews the final candidate before a job offer is extended.

Guest Users – Selected individuals serving on screening committees. Guest users may view applicant materials using a special access designated for a specific posting. Guest users do not have authorization to move candidates' states in EASI.

External Guest Users – Community or non-employee individuals selected to serve on screening committees. Guest Users are given access to all applicant information when entered on a posting upon approval of that posting.

Part-time, Adjunct and Temporary Replacement - Hiring Authority may move a part-time, adjunct or temporary replacement posting to HR Review without sending to the Executive Approver.