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INTRODUCTION

Welcome to Eastern Kentucky University’s Online Employment System (OES). The Human Resources Employment Department has implemented this system to streamline the application procedure for all faculty, staff, and student positions with EKU. **You must use this system to apply for jobs with Eastern Kentucky University.**

We have provided this user guide to help aid you in the online employment process.

Your Web Browser

The Online Employment System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However, some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify Human Resources Employment (859) 622-8874 of any significant issues that arise.

**It is recommended that you do not use your browser’s “Back”, “Forward” or “Refresh” buttons to navigate this site,** or open a new browser menu from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data

To ensure the security of data provided, the system will automatically log you out after 60 minutes of inactivity. However, anytime you leave a public/shared computer, we strongly recommend that you save any work in progress and logout of the system by clicking on the logout link located on the left side of your screen.

The facility and servers which hold all of our applicants' information have received exceptionally high security ratings by their external auditors. Therefore, we are highly confident that we are providing a significant level of protection for our users' personal information.
CREATING AN APPLICATION

(a.) Application Types

From the EKU Employment site (http://jobs.eku.edu):

- Click “create application” on the left hand navigation menu.
- Select from the 3 choices: (1) Regular/Temporary Application (for Full Time/Part Time/ Temporary Staff) (2) Academic Profile (for faculty) and (3) Student Application (for EKU Students and Graduate Assistants Only).
- Click “GO”.

You may choose from 3 types of applications.
(b.) Creating Username and Password

You will be asked to enter your social security number and to create a username and password. **Note:** If you do not have a social security number, please contact HR Employment at 859-622-8874 to obtain a temporary number to use in place of the social security number. Please note that you will not be eligible for employment until a valid social security number is obtained. Once you obtain a valid social security number, you will need to contact Employment to update your application.

Your username and password must each be between 6 and 20 characters long. Please keep your username and password in a safe place; you will need to login with this information each time you want to apply for a position or manage your application.

After this information is entered, click “Continue to page one…”
Next, you will be asked to make up a security question (i.e. what is my favorite food?) and answer. You should enter a question and answer that only you know.

- If you forget your password when returning to the site, the system will reset it once you answer the question you’ve developed; when reset, the password defaults to your username.

- This question and answer will not be part of your employment application. The security question and answer are case sensitive, so it is important to keep this information in a safe place so you can refer back to it.

After creating a security question and answer, click “save and continue to next page”. If you choose to exit at this point, you can still login using your username and password. If you “save and stay on this page”, your information thus far will be saved in the Online Employment System (OES).

Type a secret question for which you will easily remember the answer. This question will be used to reset your password should you forget it in the future. If you use your secret question to reset your password, it defaults to your username.

Type answer here.
(c.) Application Description (page by page)

Page one: Create Application

The information following will cover the process for the Regular/Temporary Application. However, the process will be similar for each application type. Additionally, fields that are the same for each application type will automatically fill in once you’ve completed and saved the first application.

If page contains errors, the above error message will display. Errors appear in red text; you must correct the errors before continuing to the next page.
You must complete fields indicated with an asterisk.

All required information is denoted with an asterisk (*); you will not be able to continue to the next page unless all required information is complete. The system will automatically log you out after 60 minutes of inactivity.
Eastern Kentucky University is an EEO/AA institution that values diversity in its faculty, staff, and student body. In keeping with this commitment, the University welcomes applications from diverse candidates who support diversity.

- Eastern Kentucky University is committed to the principles of equal opportunity and affirmative action.
- The University requests your voluntary completion of this form. This information is optional and will be kept separately from your application and all other data. It will be used for analysis purposes related to the University’s Affirmative Action Compliance Program.
- This information will not be used to discriminate against or show preference to any applicant in the hiring decision.

Eastern Kentucky University is prohibited by law from discrimination on the basis of age, race, color, religion, sexual orientation, disability, national origin or Vietnam Era, Special Disabled Veteran or other eligible veteran status in selection procedures.

Note: Your responses to these questions are voluntary and confidential. They are not viewable to the hiring department, and not part of the application.
Page three: Educational History

This page begins your application information. **Each page contains information that you may need to “scroll down” to view.** Please enter educational information beginning with High School attended (if applicable); it is not necessary to enter grade schools attended. Please enter your educational history, even if this information appears on your resume. When finished, click “Save and Continue to Next Page.”

Enter education information here, beginning with High School attended (if applicable).
Page four: Work Experience

Month and year are required for each employer. Please complete as much information as possible in these fields, rather than using the statement “refer to resume.” When finished, click “Save and Continue to Next Page.”

Note: Include all work experience, as this is used to calculate eligible salary, if selected for that position.
Page five: References

Reference contacts listed should be familiar with your work habits (i.e. – former supervisors, co-workers). Reference checks will be conducted on candidates in consideration. Though it is not required to proceed with the application, please provide contact information for at least 3 professional references. When finished, click “Save and Continue to Next Page.”
Page six of the application is for additional information, such as:

- **Driving History**: Certain positions may require driving. Please complete this section if applicable to specified driving requirements listed in the job announcement or job description. Please be sure to enter the state of the Driver’s license as well as the driver’s license number. A disclosure and check of traffic offenses will be required if applicable to specified driving requirements in the job description or for driving privileges of a University vehicle.

- **Professional License/Certifications**: Please list all licenses and certifications that you possess (driver’s, teaching, CPA, vocational, professional, etc.).

When finished, click “Save and Continue to Next Page.”
Page seven: Criminal History

You will be asked if you have ever been fined, plead guilty to, or been convicted by a judge or jury of a felony or misdemeanor (other than traffic offenses), or do you have any such pending charge(s)? You must report any violation of a crime unless the charges have been dismissed entirely through a pre-trial diversion agreement or expunged by a court order.

- A "yes" response to these questions will not necessarily bar you from employment or promotion/transfer.
- Failure to list ALL convictions or pending felony charges may be considered a falsification of this application and result in the withdrawal of an offer of employment, restriction on applying for any other positions at the University, and/or termination from any current employment with Eastern Kentucky University.
- It is not acceptable to substitute "will discuss in interview" for this information.

Under the provisions of the Family Educational Rights and Privacy Act, as amended by the Campus Sex Crimes Prevention Act, Eastern Kentucky University will disclose information concerning registered sex offenders. Registered sex offenders will be posted on the website of University Public Safety upon confirmed notice. All registered sex offenders are required to self report their status to the Division of Public Safety upon employment or enrollment. If designated as a registered sex offender, after employment or enrollment, the self-reporting must occur within one working day of the designation. Failure to self-report may result in disciplinary action up to and including termination of employment or expulsion.

When finished, click “Save and Continue to Next Page.”
Page eight: Application Certification

It is the applicant’s responsibility to read all information before agreeing to the terms. To “agree” to the terms, simply put the cursor over the check box and click the left mouse button, this will place a green check mark in the box.

When finished, click “Save and Continue to Next Page.”

Once you agree to the terms and select “Save and Continue to Next,” you will be able to view your application summary. You will have the options to:

- **Save and Continue**: Your application is saved and you can apply for positions using this existing application.
- **Edit my Information**: Clicking on this will take you back to the first page of the application. All information you entered will still be populated, but you will have the ability to edit any of the information you previously entered. Once all edits have been made, and you continue to the next page (continue to next page until you come to the view application summary page), you will be asked to “confirm edits”. If you are satisfied with the edits, click “confirm.”
- **View Application**: A pop up box will display how your application appears to the hiring official. If you would like to make changes, click on “edit my information.”
SEARCHING FOR JOB OPENINGS/APPLYING FOR POSITION

From the Employment home page (jobs.eku.edu), you can either “login” if you are a returning user, or click “Search Requisitions” (left hand menu bar) to view current job openings.

You may view all open postings by not specifying any search criteria and clicking on the Search button. You can search for a specific opening by entering specific criteria. Note: The search fields are not case sensitive.
You can search by the following criteria (search by entering information in one of the fields, or as many fields as preferred):

- **Position Title**: Choose from a drop down list of current available position titles.
- **Department**: You may choose from a drop down list of Departments.
- **Requisition Number**: This is a number assigned to each individual job posting. This number may appear in ads that were placed in outside publications. This is the best way to identify a specific position.
- **Position Type**: Faculty, Administrative Staff, Academic Staff, Temporary (positions that last less than 9 months), Student (for EKU Students only. These can be workstudy positions as well as student and graduate assistantship positions that are non-workstudy funded), or Part Time Faculty. *Note: EKU students should search by “Student.”*
If a search result is found, the job title will display under “search results.” The job opening date, position type, and department will also be visible. To view the job summary, click on “view” under the position title.
If you would like to apply for the position, click on “Apply for This Posting”.

If you already have an application on file, and you need to edit your application information before applying for a position, please click on the 'Edit Application' link on the left hand side of margin. You will not be allowed to change your application information after you have applied for a position.
Some positions require you to answer *supplemental questions*; you will not be able to submit your application without answering these questions. You will also be asked to agree to the terms, by placing a check mark in the required box.
ATTACHING DOCUMENTS TO APPLICATION

Next, you may be asked to attach specified documents (i.e. resume, cover letter, etc). In some cases, attaching specified documents is optional, and in other cases it is required (if required, an asterisk (*) will appear under “required” column). Some documents will show as “Other”, the document to be attached is defined in the job posting.

To attach a document to your application, click Attach next to the type of document you wish to upload. It is strongly recommended that you include your name on the file name of each document that you attach. These documents should be black and white only. They should not include pictures, and should not be password-protected.
Please limit the size of your document to less than 2MB. If you do not have the file to attach, you can copy and paste, or type directly in the open text box area, and click “attach.” If you need assistance attaching documents, contact the Employment Office.
To remove a document from your application for this position, click the **Remove** link next to the document you wish to remove.
If you do not wish to attach documents or are finished attaching documents, click **Finished Attaching Documents**. If you do not see the option “finished attaching documents,” it means the documents are required, and you will not be able to proceed until the documents are uploaded.

**NOTE:** Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document(s), please click the **View** link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the **Remove** link to remove the document, and then adjust your document as needed by following the tips above and reattaching it.

**NOTE:** If you choose to “finish attaching documents later,” your application will not be submitted until you attach the documents and receive a confirmation number. If you “cancel applying for this position,” your application will not be submitted for the position. Once you finish the application, you will be informed if you are qualified or unqualified for the position.
VIEWING APPLICANT STATUS

Login to the Employment home page with your username and password. Your application status for certain positions will default in:

At this point, you have the option of reviewing the job details, by clicking on “view” under the “Job Title;” you can view your application by clicking on “view staff” under the “Application” heading; you can view attached documents by clicking on the title of the document under the “View Documents” heading; or, if the position has not reached its close date, you can “withdraw application” under the “Status” heading. Note: once you withdraw your application, you cannot re-submit it for the same vacancy; you must contact HR Employment if you would like to be considered for the position (859) 622-8874.

If you are “Hired” or “Not Hired” for a position, you will receive an email notification once the position is filled.
MANAGE APPLICATIONS

After logging in from the Employment page, click on “Manage Applications” on the left hand menu bar.

You must choose the application type you would like to edit, or choose to “create new application” if you have not done so. There are 3 types of applications: (1) Regular/Temporary Application, (2) Academic Profile (Faculty), and (3) Student Application (For EKU Students Only).

To Edit an existing application, click on the application you would like to edit under “Edit Existing Application.” Once you make the desired edits, you can: “save and return to previous,” “save and continue to next page,” “save and stay on this page,” or “exit” (exit without saving). To create a new application without applying for a position, select the application type under “Create New Application” and click “GO.” Please see section 2 on “Creating an Application”.

Click application you would like to edit
Click here to view existing application(s)
CHANGE PASSWORD

To change your password, login to the employment site and click “change password” on the left hand menu bar. To change your password, you must first enter your current password on the “current password line”, followed by your new password on the “new password line”, and again on the “confirm password” line, then “Submit password change.” You will receive an instant message when you have successfully changed your password.
CONTACT INFORMATION

For assistance, you may come to the Human Resource office or call one of the numbers below:

**Human Resources Office:** (859) 622-5094
Office: Jones 203
Office Hours: Monday – Friday
8:00 am – 4:30 pm

**Adrienne Bauer, Associate Director:**
(859) 622-8186
Adrienne.Bauer@eku.edu

**Holly Long, Employment Analyst:**
*(Faculty Questions)*
(859) 622-8874
Holly.Long@eku.edu

**Shannon Ratliff, Human Resources Analyst:**
*(Student/Graduate Assistant Questions)*
(859) 622-8616
Shannon.Ratliff@eku.edu

**Elizabeth Chenault-Huguley, Employment Specialist:**
(859) 622-5093
Elizabeth.Chenault-Huguley@eku.edu

Visit [www.hr.eku.edu](http://www.hr.eku.edu) for employment related questions, forms and resources.

Thank you for your interest in

Eastern Kentucky University is an EEO/AA employer that values diversity in its faculty, staff, and student body. In keeping with this commitment, the University welcomes applications from diverse candidates and candidates that support diversity.