QUICK GUIDE TO POOL POSITIONS

Purpose: To speed up the hiring process, by constantly accepting applications for positions that have large turnover or positions where there is continuous hiring.

- Please contact Human Resources/Employment to determine if a Pooled position is suitable for your needs.

Posting a Pooled position:

1) Once logged into the OES, click “Create from Template” or “Create from Previous” (if creating from previous, the “previous position” must be at the status of “filled”) and follow directions on “Submitting a Request” in the User Guides for Hiring Officials (available at www.hr.eku.edu /Employment/ Hiring Officials). You must indicate that the position is a Pooled Position in the Comment section of the request.

2) Once the position is “submitted for Recruitment Approval”, the HR Analyst will post the position for a three month period; once the “close date” is up, the Pooled position can be reposted if the hiring official desires.

3) The HR Analyst will post the pooled position and add the letters (PL) after the position title:

   Night Desk Receptionist-- Student (PL)

4) The HR Analyst will also include the following text when posting a pooled position: “The University is accepting applications for (position title here) on a regular basis. When an opening is available your application will be considered in the candidate pool.”

5) Once posted, the pooled position will continuously accept applications.

Once you are ready to make a hiring decision:

1) Click “Create from Template” or “Create from Previous” and submit a request via the OES. In the comment section of the request, indicate for the HR Analyst to “move over candidate pool from the posted pooled position, and list the requisition number of the pooled position”.

2) Once “Submitted to Recruitment for Approval”, HR will move the candidate pool from the “pooled position” into the new request.

3) Once the applicant pool has been copied into the new request, you can proceed with recommending a candidate for hire. (directions on recommending candidates for hire can be found in the Hiring Official’s User Guide)
   - Student/Graduate Assistant Positions/ PT Faculty/Temporary (positions that do not have position numbers): You may recommend more than one candidate for
hire, from a single position request, but the recommendations must be done at the same time.

- Staff / Faculty positions (positions that have position numbers): You can only recommend one candidate for each position number. Therefore, you must submit a request each time you want to make a hire.

Because you must recommend candidates for hire at the same time, you must submit a request each time you need to make an additional hire(s). For example: If you are ready to hire 3 candidates one week, you would submit a request and recommend the 3 candidates all at the same time; if you are hiring 3 candidates the following week, you must follow the same process. This would require 2 separate requests because you are doing 2 separate sets of hires.