



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

Northeastern State University utilizes a web based online employee recruitment system for 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. Information and all documents with EASI are confidential and should only be viewed by or discussed with approved individuals.

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 and Hiring Management may enter postings and initiate the online approval process. 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 requires 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.

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**; Page 7, **Automated Emails to Candidates and Keeping Candidates Informed** and Page 12, **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. Viewing this video 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. Upon request, the Office of Human Resources will create a posting from an existing or previous posting.
4. Enter the job title, use the drop down menu (if offered) to select the location, division and department. 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 the below 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. 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 (default set at 3) 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. Note: References must be completed prior to a job offer.

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 committee 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. Originator will click on **Send to Hiring Management**. Hiring Management will click on **Send to Hiring Authority** to begin the posting approval process. Any **Comments** about this posting may be added in comments for inclusion 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 Management, 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. 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. Note: Originator may create a posting. Hiring Management may edit a posting (only in draft or Hiring Management status), screen applicant materials, and move applicants' statuses. Hiring Authority, Vice President and Executive approvers may view postings and applicants. All may move the posting to the next state in the posting process.

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.

Draft posting state is held by the Originator during the creation of the posting. Originator will send the posting to Hiring Management for review and approval.

Send to Hiring Management will send the posting to the Hiring Management and should include a comment in the comment box. Hiring Management will send the posting to Hiring Authority for approval.

Send to Hiring Authority will move the posting to the InBox for the respective Dean, Director, Executive Director or Assistant/Associate Vice President. (This is the highest account sponsor for a division/department and reports to a Vice President.) Hiring Authority will send the posting to Executive 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.

Send to Vice President or Provost (Executive Approver) is the final step 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, Directors or Assistant/Associate Vice Presidents who report directly to the Provost will move the posting to the Vice President/Provost for approval. Deans, Directors, Executive Directors or Assistant/Associate Vice Presidents who report directly to the President will move the posting to Executive Approver which in EASI may be listed as Vice President. **Executive Approver** (Vice President or Provost) will forward approved posting to HR Review.

HR Review initiates a review of the posting and then to Director of HR 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.

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.

IMPORTANT: 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 an envelope, 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.

IMPORTANT: 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.

Automated Emails to Candidates and Keeping Candidates Informed

Many times postings remain open for longer than desirable periods of time. It is important to make a good impression on our candidates for employment, and one way to do this is to remain in communication with candidates. EASI now has emails available for Hiring Management and Search Committee Chair to generate emails to one or multiple candidates during the screening phase of posting. It is important to treat all candidates equally, however, emails to update candidates can be based on that applicant's qualifications. Here is a summary of emails the system sends automatically or with Hiring Management or Search Committee Chair action.

1. An applicant receives an email once application materials are submitted. (Each receives a confirmation number with successful submission.) This email is automatically generated. Sample:

“Dear {{Application__first_name}},

Thank you for your recent application to the {{Posting__job_title}} position. We are in the process of reviewing candidates for this position and will notify you once a decision has been made. You may check the status of your application by returning to our on-line job site where you applied. All candidates are notified by email when the opening is filled. We appreciate your interest in Northeastern State University.

Thank you,

Office of Human Resources”

2. An applicant receives an email to revisit the application if new or revised posting information affects the application after submission. This bulk email is generated manually by the Office of Human Resources.
Sample:

“Dear {{User__full_name}},

There are areas on your application that need your attention for the {{Posting__job_title}} position. Areas that need attention, may include providing additional application information, a request to attach additional documents, or updates to Supplemental Questions. Please log on <https://nsuok.peopleadmin.com> to revisit your application.

Thank you,

Office of Human Resources”

3. When a posting has been created with screening question(s), and one or more questions are used to qualify a candidate based on the candidate’s answer (pass/fail), the system will automatically generate one of two emails. (Candidates who fail, are moved to the posting’s Inactive list in EASI.) Sample:

PASS

“Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

You may check the status of your application by returning to our on-line jobs site where you applied. All candidates are notified by email when the opening is filled.”

FAIL

“Thank you for your interest in this position. Based on your responses on the employment application and questions, you do not meet the minimum qualifications for this position. Please feel free to apply to other positions for which you qualify and that may interest you.”

4. Management may stay in contact with candidates during the screening process using an automated email workflow. These emails require action by Hiring Management or Search Committee Chair. By moving a candidate into one of the three states listed here (4A, 4B and 4C), EASI will generate an email. The email is immediate and cannot be rescinded, therefore careful use of these applicant states is important.

4 A. Use when there has been a delay in screening candidates. Move candidate to “ Management Notification - Still Processing Applicants” state in EASI. This will simply update what each candidate has already been advised in previous automated EASI email.

“We want to thank you again for your interest in our University. We are in the process of reviewing applications for the position of {{posting__job_detail__job_title}}. This position is very important to Northeastern State University, and we need more time to complete our review of all candidates. In the near future, we will be in contact with those individuals who may move forward in the process.

You will find a great deal of information about our University, and the wonderful opportunities, programs and activities on our website, www.nsuok.edu.

Sincerely,

Office of Human Resources
Northeastern State University
Tahlequah
Broken Arrow
Muskogee”

4 B. Use when there has been a delay in contacting a qualified candidate. Move candidate to “Management Notification - Resume Qualified Match - Still Reviewing” state in EASI. The email generated will let the candidate know that he or she appears qualified, and you may be contacting them in the future. (This does not guarantee the candidate any further contact.)

“Hello. We want to update you on our progress to fill the {{posting__job_detail__job_title}} open position at Northeastern State University. Your application appears to be a match for our position based on our initial review. We are continuing to review all resumes at this time, and we may contact you very soon to discuss this opportunity.

Northeastern State University has a long and rich history in northeast Oklahoma. Higher education is our business, and it is our passion. Our faculty and staff are dedicated to our mission, vision and values, and we work hard every day to have a positive impact on our students. Please learn more about our University on our website, www.nsuok.edu.

Thank you,

Office of Human Resources
Northeastern State University
Tahlequah
Broken Arrow
Muskogee”

4 C. Use this applicant state when there has been or will be a delay in “filling” the posting. This email will let candidate know that NSU is not interested in her or him for this particular opening. It is better to inform the candidate than let him or her wait without contact. Move the candidate to the “Management Notification - Considering Other Candidates” state in EASI.

“Northeastern State University would like to provide an update on the status of our {{posting__job_detail__job_title}} position to which you have applied. We do appreciate your interest in our University. We have reviewed your application materials, and your time and effort to apply with us is appreciated. At this time, we are considering other candidates for the position.

Please continue to check our website for career opportunities. Thank you for your support of Northeastern State University.

Sincerely,

Office of Human Resources
Northeastern State University
Tahlequah
Broken Arrow
Muskogee”

5. When a posting has been filled, EASI will generate an email to all non-selected candidates. This email is only generated when the PAF for the newly hired employee reaches the Office of Human Resources and Hiring Management or Search Committee Chair has moved all candidates to the “Not Hired” state, and given a reason for not hired. This is the final email generated to a candidate. The candidate in the “Make Job Offer/Generate PAF” state will be moved to Hired by the Office of Human Resources once the PAF is received. EASI will generate an email to the prospective employee.

5 A. Not Selected

“Dear {{Application__first_name}}:

We would like to thank you for your interest in the {{Posting__job_title}} position in the {{Posting__organizational_unit}}. We regret to inform you that the Search and Screen Committee has selected other candidates for further consideration based on qualifications that more closely match the needs of the position.

We wish you the very best as you pursue your professional goals.

Sincerely,

Office of Human Resources”

5 B. Selected

“Congratulations on your employment with NSU. We are happy to have you as part of our team. As a new employee, you will need to complete paperwork for your department. You may access this site [New Hire Forms Packet](#) for the forms or obtain them from your new department. You should contact your hiring manager to schedule an appointment for the forms to be completed. Some forms require a notary and in-person review of documents.

As a new full-time or part-time employee, you will have an opportunity to attend a New Hire Orientation Program. Check with your supervisor for details. If you are full-time, you will need to enroll in our benefit programs. This is usually completed in New Hire Orientation. If you cannot attend the New Hire Orientation as scheduled, please contact the Office of Human Resources.

Thank you,

Office of Human Resources
918/444-2230”

6. Other emails may be generated upon request of Hiring Management or Search Committee Chair and approval of Office of Human Resources Assistant Director or Director. Examples of other emails might include an inquiry as to continued interest, cancellation or suspension, correction of an error, and more.

Levels of Responsibility

Originator – Includes anyone authorized to create a posting in EASI. This level does not have access to modify a posting once moved to the next level. This level does not have access to view any applicants for the posting.

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 1) view applicants who have applied to this particular posting, 2) move applicants through the screening process, and 3) designate applicant status/state. The 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 Dean, Director, Executive Director, and Assistant/Associate Vice President 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, Academic Vice President/Provost and may include President. 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 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.