

## HR Employment Resources & Tools

HR Employment is dedicated to the success in hiring and selecting the right employee for you and your department. In order to better serve you, the following resources are available.

### Career Employment:

- Career Employment has knowledgeable teams designated to help you. Each team consists of an Employment Specialist and Employment Consultant. The Employment Specialist is able to assist with job postings, advertising, salary recommendations, and PARs. The Employment Consultant is able to assist with creating phone interview guides, in-person interview guides, reference check guides, and providing customized training for you and your department on hiring and selection topics. The teams are broken down by work area and are as follows:
  - Campus
    - Louie Bosworth, Employment Specialist: 257-8733
    - Crystal Gabbard, Employment Consultant: 257-9632
  - Colleges of Medicine and Dentistry & Nurse Recruitment
    - Sharon Bruce, Employment Specialist: 257-9758
    - Christy Fitch, Employment Consultant: 257-9628
  - Hospitals
    - Stephanie Vessel, Employment Specialist: 257-9630
    - Leslie Wooten, Employment Consultant: 257-9647

### Customized Guides:

- Interview and reference check guides are customized for a specific position within a department. These guides offer step by step directions on how to conduct a successful interview, provide behavioral based questions and outline what to look for in candidates' responses based on the dimensions of the position. Contact your Employment Consultant today to have them create a customized guide for your next interview!

### Trainings:

- Standard:  
Career Employment offers a variety of formal group trainings on topics such as: Legal Considerations: The Dos & Don'ts of Interviewing, Behavior Based Interviewing, How to Develop an Effective Job Posting and UK's Hiring Process & Interviewing Techniques. For additional details and registration instructions visit: <http://www.uky.edu/HR/employ/HiringEnhancementProgram.html>.
- Customized:  
In addition, your dedicated Employment Consultant is able to customize trainings on hiring and selection topics based on the needs of your department. The trainings can be held in your department, Scovell Hall, or anywhere on campus. Please contact your Employment Consultant to discuss your department's employment hiring and selection needs and develop a training program designed for your group.

To learn more about all of Career Employment services log onto [www.uky.edu/HR/employ/](http://www.uky.edu/HR/employ/).

**Employment Customer Service:**

- The front desk at 112 Scovell Hall provides customer service and guidance for general employment needs, including assisting with the application process, resetting OES passwords and completing I-9s (employment eligibility forms). The front desk is staffed Monday – Friday from 7:30am – 5pm and can also be reached at 257-9555 option 2.

**Pre-Employment Screenings:**

- As of July 2006, a pre-employment national background check (PNBC) is required of all initial hires at the University of Kentucky per Kentucky House Bill 3. This requirement includes regular (staff and faculty), temporary and student employees. Pre-employment drug screening (PDS) is required for initial UK HealthCare faculty, residents and regular staff hires, in addition to pre-employment national background checks. If you have questions regarding pre-employment screenings, please visit our Pre-Employment Office at 1101 S. Limestone St. or contact them by phone at 257-3842 or log onto [www.uky.edu/HR/employ/PESCentral.html](http://www.uky.edu/HR/employ/PESCentral.html).

**STEPS:**

- **Student Employment:**
  - Student Employment helps students find jobs on and off-campus while attending the University of Kentucky. The office saves you time by pre-screening students based upon qualifications you provide and refers all students who match your qualifications, all while you retain complete control over the hiring decision. If you want to learn more about Student Employment, please call 257-8894 or visit them in 111 Scovell Hall or log onto [www.uky.edu/HR/studentjobs/](http://www.uky.edu/HR/studentjobs/).
- **Temporary Employment:**
  - Temporary Employment, located in 103 Scovell Hall, is a full-service staffing agency for the University of Kentucky that fills full-time, part-time, short-term, and long-term positions (up to one year) throughout the UK campus and UK HealthCare. Temporary Employment recruits, interviews, screens, hires, and provides payroll services. This office can be reached at 257-3330 or visit them in 103 Scovell Hall or log onto [www.uky.edu/HR/tempjobs/](http://www.uky.edu/HR/tempjobs/).

**Direct User:**

- The Direct User account was established to allow departments to post student and STEPS exempt temporary positions while allowing Human Resources to maintain the pre-employment screening process. This account allows you to post positions, review applicants and order pre-employment screening. For assistance with your Direct User account or to setup an account, please contact Daniel Hacker at 257-9643 or Jon Gent at 257-2608.

**eForms:**

- The eForms web site provides access to University of Kentucky forms. Links are categorized by an alphabetic list of forms by title, and a search eForms function. You can view, print and complete interactive forms. Access eForms online by visiting [www.uky.edu/eForms/](http://www.uky.edu/eForms/).