

Welcome to UKG Ready

Human Resources is excited to launch UKG Ready, a new software tool. As we use UKG, we will continue to add customizations and enable new modules, so please be prepared for the system to evolve as we use it.

In the first stage of our implementation, UKG Ready replaced HireTouch, the applicant tracking system we have used for faculty and staff recruitment since 2013. HireTouch has been discontinued as a product.

In the second stage of our implementation, we will use UKG Ready to help administer our performance management process. This replaced the manual process we have used

Please contact Human Resources at hr@luther.edu if you have any questions.

How to log in to UKG (for current employees)

- Go to <http://ukg.luther.edu> (add this to your browser's bookmarks!)
- Log in to Luther SSO using your Norsekey (username@luther.edu & password)

Using UKG to conduct a faculty or staff recruitment process

- [How to review applicants](#)
- [Search chair: how to move applicants along hiring process](#)

Using UKG to set goals or complete performance reviews

- [Employees: How to view/set goals](#)
- [Managers: How to view/set your employees' goals](#)

CURRENT EMPLOYEES: How to apply for jobs

- Log in to UKG as an employee [here](#) (not using the login link on the public-facing jobs page)
- Click on the Apply for Jobs link in the Start area
- Scroll through the available positions
- When you have identified a position you are interested in, click the blue "Apply for Job" button and upload a resume and cover letter

EXTERNAL CANDIDATES: How to apply for jobs

- Navigate to: <https://www.luther.edu/offices/hr/careers>
- Click on the "Open Positions" link to view currently available positions
- When you have identified a position you are interested in, click the blue "Apply for Job" button and complete the application

