

Human Resources - Hiring Managers Information

(HR – Hiring Managers)

Onboarding

Human Resources Initiates Onboarding Process:

1. New Employee completes Onboarding (New Hire Packet) electronically
2. Payroll Services ensures that new employee information is created in Banner
3. Within 48 hours, an email notification is sent to the new employee's personal email address with instructions to activate their A-State account and other important steps that need to be completed quickly.

Hiring Processes

Equal Opportunity Employer

Each person seeking employment with the University shall file an electronic application for employment at <http://www.astate.edu/jobs/>. A-State is committed to the goal of equal opportunity for all. All personnel responsible for hiring employees and recruiting students share a responsibility to support the University's equal opportunity and affirmative action program and to provide leadership in achieving its goals.

Required Forms

During the interview process, each applicant will be required to complete (1) an Employee Disclosure and Certification form, and (2) an Employee Disclosure Requirements Notice in accordance with the Governor's Executive Order 98-04. These forms must be approved by the Human Resources Department. No offer of employment may be made prior to this approval process.

Employee Disclosure Forms

Eligibility

To be considered for employment with the University, a person must meet any minimum age limitations required by law. For example, employees must be at least 18 years old if employed in a hazardous occupation and 21 years of age if employed as an officer in the University Police Department. Background checks will be performed on all final applicants prior to employment with the University.

Internal Promotions

Department heads are encouraged to visit with all personnel regarding upcoming openings to determine interest among staff. When a department has multiple individuals that are interested in an internal promotion, they need to consider the current employees' longevity, performance, and educational experience.

Background Checks

Background checks will be performed on applicants for employment at Arkansas State University in order to create a safe and secure workplace for students, faculty, staff, administrators, and visitors; to protect funds, property and other assets of the university; and to ensure that Arkansas State University employees are qualified to perform duties and responsibilities of the positions for which they apply.

[View the full Arkansas State University System Policy here](#)

I need to hire someone. Will my final candidate need a background check?

Below is the criteria for a background check upon hire.

- Only the final applicant selected for hire will require a background check
- Any former regular full-time or adjunct employee who is being considered for rehire after a break in service of twelve months or more
- Any current employee who is being considered for transfer, promotion, or reclassification
- Any current employee competing for a vacancy through an external search process
- Any current employee changing from a faculty to an academic administrative position
- Any Graduate Assistant, teaching assistant, or post-doctoral appointee
- Any temporary employee

How long does a background check take?

- Most background checks will be returned within 48 hours. Some checks may take longer depending on the availability of information electronically or a delay in verification of data due to applicant error.
- International checks will vary depending on the relevant country

Additional Information Regarding Background Checks

[Arkansas State University System Policy](#)

[Background Check Overview](#)

[I. Hiring Full-time Employees](#)

Step 1: Request Position

- Discuss with supervisor
- If request is for a faculty position, complete an Academic Position Review Form and submit to supervisor
- Submit to Vice Chancellor

Step 2: Post Job

- If you have not already, contact Human Resources to request access to Taleo
- Create Requisition in Taleo
- Requisition will route through departmental and administrative approvals
- Human Resources will approve and post jobs to appropriate career web sites

Step 3: Review Candidates

- Form Search Committee - Contact Human Resources to set up search committee access
- Select candidates for interview within Taleo
- Human Resources will review candidates selected for interview
- Human Resources contacts hiring manager with approved list of candidates

Step 4: Schedule Interviews

- Contact candidates to schedule interview
- Create Interview in Taleo
- Document reference checks in Taleo

Step 5: Submit Candidate Offer

- Submit Offer Letter in Taleo
- Human Resources extends verbal offer to candidate
- Human Resources submits background request to candidate via email
- Human Resources submits written offer to candidate
- Candidate e-signs offer/contract (replaces contract request form/paper offer letter)

Step 6: Human Resources Initiates Onboarding Process

- New Employee completes Onboarding (New Hire Packet) electronically
- Payroll Services ensures new employee information is created in Banner
- Within 48 hours, an email notification is sent to the new employee's personal email address with instructions to activate their A-State account and other important steps that need to be completed quickly.

II. Hiring Adjunct Faculty

To rehire an existing Adjunct Faculty Member: Please process an EPAF through Banner Self-Service. (View instructions here)

Step 1: Post Job

- If you do not have access to Taleo Admin, contact Kristin Helms
- Create Requisition from the Job Library in Taleo (please see the Taleo Student, PT Non Student, GA, and Adjunct Guide for reference, Pages 1-4)
- If you are unsure of what position number to use, please contact Kristin Helms
- Requisition will route through departmental and administrative approvals
- Kristin Helms will approve and post job to appropriate career web site for 7 days

Step 2: Review Candidates

- After the position has closed review applicant pool to select candidates for interview.
- Update your selected candidates to an interviewing status within Taleo (please see the Taleo Student, PT Non Student, GA, and Adjunct Guide for reference, Pages 5-7)

Step 3: Conduct Interviews for Selected Candidates

Step 4: Submit Candidate Offer

- Once you have chosen your Candidate for hire, please Submit an Offer Letter in Taleo (please see the Taleo Student, PT Non Student, GA, and Adjunct Guide for reference, Pages 8-12)
- After Offer has been approved, Human Resources extended verbal offer to candidate
- Human Resources submits background request to candidate via email
- Once the Background Check is completed, Human Resources submits written offer to candidate
- Candidate e-signs offer/contract (replaces contract request form/paper offer letter)

Step 5: New Hire Paperwork

- New employee is assigned Onboarding (New Hire Paperwork) electronically in the Taleo Talent Center
- Within 24 hours, the new employee will receive an email to their personal email address containing a link to access and complete Onboarding paperwork
- Once Offer Letter is eSigned, and all Onboarding paperwork is completed, the new employee will receive an email within 48 business hours to their personal email address with instructions to activate their A-State account and other important steps that need to be completed

III. Hiring Graduate Assistants

To rehire an existing Graduate Assistant: Please process an EPAF through Banner Self-Service. ([View instructions here](#))

Guide for Hiring Graduate Assistants

Step 1: Post Job

1. If you do not have access to Taleo Admin, contact [Kristin Carson](#)
2. Review the current job description within the Job Library. If any changes need to be made, please contact Kristin Carson in Human Resources before submitting the requisition.
3. Create a Requisition from the Job Library in Taleo (please see the [Taleo Student, PT Non Student, GA, and Adjunct Guide](#) for reference, Pages 1-4)
4. If you are unsure of what position number to use, please contact [Kristin Carson](#)
5. Requisition will route through departmental and administrative approvals
6. [Kristin Carson](#) will approve and post the job to the appropriate career website for 7 days

Step 2: Review Candidates

1. After the position has closed, review the applicant pool to select candidates for interview.
2. Update your selected candidates to an interviewing status within Taleo (please see the [Taleo Student, PT Non Student, GA, and Adjunct Guide](#) for reference, Pages 5-7)

Step 3: Conduct Interviews for Selected Candidates

Step 4: Submit Candidate Offer

1. Once you have chosen your Candidate for hire, please submit an Offer Letter in Taleo (please see the [Taleo Student, PT Non-Student, GA, and Adjunct Guide](#) for reference, Pages 8-12)
2. After the Offer has been approved, Human Resources extends a verbal offer to the candidate
3. Human Resources submits a background request to the candidate via email
4. Once the Background Check is completed, Human Resources submits a written offer to the candidate
5. Candidate e-signs offer/contract (replaces contract request form/paper offer letter)

Step 5: New Hire Paperwork

1. The new employee is assigned Onboarding (New Hire Paperwork) electronically in the Taleo Talent Center
2. Within 24 hours, the new employee will receive an email to their personal email address containing a link to access and complete the Onboarding paperwork

IV. Hiring Part-Time Non-Student Employees

As of 6/22/21: To rehire an existing Part-Time employee: Please process an EPAF through Banner Self-Service ([Instructions here](#)).

Step 1: Post Job

1. If you do not have access to Taleo Admin, contact [Kristin Carson](#)
2. Review the current job description within the Job Library. If any changes need to be made, please contact Kristin Carson in Human Resources before submitting the requisition.
3. Create a Requisition from the Job Library in Taleo (please see the [Taleo Student, PT Non Student, GA, and Adjunct Guide](#) for reference, Pages 1-4)
4. If you are unsure of what position number to use, please contact [Kristin Carson](#)
5. Requisition will route through departmental and administrative approvals
6. Kristin Carson will approve and post the job to the appropriate career website for 7 days

Step 2: Review Candidates

1. After the position has closed, review the applicant pool to select interview candidates.
2. Update your selected candidates to an interviewing status within Taleo (please see the [Taleo Student, PT Non Student, GA, and Adjunct Guide](#) for reference, Pages 5-7)

Step 3: Conduct Interviews for Selected Candidates

Step 4: Submit Candidate Offer

1. Once you have chosen your Candidate for hire, please submit an Offer Letter in Taleo (please see the [Taleo Student, PT Non-Student, GA, and Adjunct Guide](#) for reference, Pages 8-12)
2. After the Offer has been approved, [Kelly Carrick](#) and request to candidate via email
3. Once the Background Check is completed, [Kelly Carrick](#) will email a written offer to the candidate
4. Candidate e-signs the offer/contract

Step 5: New Hire Paperwork

1. The new employee is assigned Onboarding (New Hire Paperwork) electronically in the Taleo Talent Center
2. Within 24 hours, the new employee will receive an email to their personal email address containing a link to access and complete the Onboarding paperwork
3. Once the Offer Letter is e-Signed, and all Onboarding paperwork is completed, the new employee will receive an email within 48 business hours to their email address with instructions to activate their A-State account and other [important steps](#) that need to be completed

V. Hiring Part-Time Student Employees

As of 6/22/21: To rehire an existing Part-Time Student: Please process an EPAF through Banner Self-Service ([Instructions here](#)).

New Work Study hires will also follow the process below.

Step 1: Post Job

1. If you do not have access to Taleo Admin, contact [Kristin Carson](#)
2. Review the current job description within the Job Library. If any changes need to be made, please contact Kristin Carson in Human Resources before submitting the requisition.
3. Create a Requisition from the Job Library in Taleo (please see the [Taleo Student, PT Non Student, GA, and Adjunct Guide](#) for reference, Pages 1-4)
4. If you are unsure of what position number to use, please contact [Kristin Carson](#)
5. Requisition will route through departmental and administrative approvals
6. [Kristin Carson](#) will approve and post the job to the appropriate career website for 7 days

Step 2: Review Candidates

1. After the position has closed, review the applicant pool to select candidates for interview
2. Update your selected candidates to an interviewing status within Taleo (please see the [Taleo Student, PT Non Student, GA, and Adjunct Guide](#) for reference, Pages 5-7)

Step 3: Conduct Interviews for Selected Candidates

Step 4: Background Check

1. If Student's position meets the criteria for a background check, please reach out to [Kelly Carrick](#).

Step 5: Submit Candidate Offer

1. Once you have chosen your Candidate for hire, please submit an Offer Letter in Taleo (please see the [Taleo Student, PT Non-Student, GA, and Adjunct Guide](#) for reference, Pages 8-12)
2. After the Offer has been approved, [Kelly Carrick](#) emails the written offer to the candidate
3. Candidate e-signs the offer/contract

Step 6: New Hire Paperwork

1. The new employee is assigned Onboarding (New Hire Paperwork) electronically in the Taleo Talent Center
2. Within 24 hours, the new employee will receive an email to their personal email address containing a link to access and complete the Onboarding paperwork

Maximum Working Hours for Employees

What is the maximum number of course credit hours that an Adjunct Faculty member can teach?

An Adjunct Faculty employee can teach a maximum of nine (9) course hours per (1) semester. If an Adjunct Faculty member is teaching at separate campuses within the ASU System, the course hours are combined and count toward the total maximum of nine (9) course hours per (1) semester.

[View the ASU System Policy Here](#)

How many hours can a Part-Time Non-Student employee work per work?

A work week is defined as Monday through Sunday. Although the operating procedures allow a maximum of 29 hours per work week, all colleges and divisions have adopted the 28-hour rule per work week.

[View the ASU System Policy Here](#)

How many hours can a Graduate Assistant work per week?

Graduate Assistants are currently limited to 20 hours per work week (Monday-Sunday).

[View the ASU System Policy Here](#)

How many hours can a student employee work per week?

We encourage student employees to work 20 hours per work week (Monday-Sunday), however student employees who are US Citizens may work:

No more than 28 hours per work week when school is in session

No more than 28 hours per work week when school is not in session

Federal immigration and labor laws require that Non-US Citizen student employees work:

No more than 20 hours per work week when school is in session

No more than 28 hours per work week when school is not in session

[View the ASU System Policy Here](#)

When school is out of session, can a student work more than 28 hours?

No. The maximum is 28 hours per week. View the policy [here](#).

Questions about how many hours your employee can work? Reach out to [Human Resources](#)

Offboarding Procedures

The Offboarding Workflow should be submitted no earlier than 2 weeks prior to the last work day for all employees leaving the University except for the following:

- Faculty who are teaching two or more consecutive semesters
- Overload Assignments
- Sponsored (Non-employees) - contact HR to inactivate the account and remove system access
- Employee transfers - the new department should complete a Taleo offer

Employees

- Return all university-owned property to your supervisor as early as possible prior to your last day of work.
- Submit all leave or time.
- Pay off any travel advances and/or other outstanding balances online in Self Service or at the Cashier's Window.
- Payroll Services will not release your last pay check until Items 1, 2, and 3 are completed.
- Contact Human Resources for any questions regarding continuation of benefits through COBRA.

Department Initiators and Supervisors

- Ensure employee has returned all university-owned property and submitted their leave or time.
- Initiate the offboarding workflow via pack.astate.
- Click on the Workflow icon.
- Under User Profile, click on My Processes and the ASU_TERMINATION_PROCESS link.
- Review, complete, and approve the workflow.
- Contact cpi-security@astate.edu if the ASU_TERMINATION_PROCESS isn't available.

Additional Information

- Review the operating procedure.

- Utilize the user guides for step-by-step instructions.
- Human Resources will begin terminating benefits upon receiving the termination notification.
- Payroll Services will calculate the vacation payout for eligible employees who have accrued annual leave. This payout cannot exceed 240 hours or the balance in the employee's annual leave account, whichever is less. The check will be issued within 30 days of completing the checkout process.

For the most current information, consult the online Department Chair Resource Guide at [Hiring Managers](#)

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