Guides for Hiring Managers

Ready to bring new members into the Pack? This section walks you through every step of the hiring process—from posting a position to sending out that exciting offer letter!

You'll find easy-to-follow guides for hiring all types of employees, including:
- Full-time staff and faculty
- Part-time non-student workers
- Students, work-study employees, and graduate assistants
- Adjunct instructors

Plus, we've included clear "how-to's" for creating requisitions and offer letters in Taleo Admin, so you can hire with confidence and help new team members Join the Pack! ❤

Questions about hiring? Contact the Human Resources Department!
A-State Human Resources
870-972-3454
hr@astate.edu

- How to Submit a Requisition in Taleo Admin
- How to Send Candidates for Interview Approval in Taleo Admin
- How to View Applications in Taleo Admin
- How to Submit an Offer Letter in Taleo Admin

How to Submit a Requisition in Taleo Admin

> *Important: Once you begin creating a requisition, it cannot be saved as a draft. Clicking Save will submit the requisition and begin the approval process.*

Step 1: Review/Update Position Description

Before beginning the hiring process, please contact Human Resources to review and update the job description. This is a crucial first step to ensure accuracy, compliance, and alignment with current departmental needs.

The current position description can be found in Taleo Admin under ‘Job Library’.

Contact Kristin Carson within Human Resources for assistance with updating/reviewing job descriptions or getting access to a job description.

Step 2: Locating Position in Job Library

1. Log in to Taleo Admin using the Pack Portal. Taleo Admin will be under ‘Human Resources’.
2. In the top banner, hover over the ‘Requisitions’ tab and select ‘Job Library’. The job library holds all current job descriptions for the university.
3. Locate the position by searching the position number and clicking ‘refresh list’ or pressing Enter. This should generate the position.
4. Click on the blue title under the ‘classification title’ column. This will take you to the position description.

Step 3: Create the Requisition from the Job Library

1. After you have located the position, you can click on the blue title under the ‘classification title’ column.
2. Click the ‘Create Requisition’ button
3. Complete all requisition fields
4. After you have completed all fields, click the ‘save’ button. This will submit the requisition for approval.

> If the approval line or job description needs to be updated, please contact Kristin Carson in Human Resources *before* submitting the requisition.

Posting Requirements:

- Staff Positions: Minimum of 7 Days
- Faculty Positions: Minimum of 30 Days
- Temporary Faculty Positions: Minimum of 10 Days
- Internal Posting: Minimum of 5 Days (Faculty or Staff)
- Work-Study Position: Minimum of 7 Days
- Student Position: Minimum of 7 Days
- Part-Time Non-Student: Minimum of 7 Days
- Part-Time Faculty (Adjuncts): Minimum of 7 Days
- Graduate Assistants: Minimum of 7 Days

> *Note: If you know who you would like to hire for a work-study, student, part-time non-student, part-time faculty, or graduate assistant position, please notify Kristin Carson within Human Resources. These are not required to be posted.*

Additional Recruitment Options (Full-Time Positions)

All Full-Time positions will automatically be advertised on Jonesboro Jobs, Higher Ed Jobs, Indeed, and Insight to Academia for free.

> *If you would like to advertise anywhere else, please contact Kristin Carson in Human Resources. HR will handle the posting.*

Questions? Please contact Human Resources for any questions regarding the requisition process.

Kristin Carson - A-State Human Resources
870-972-2446
kcarson@astate.edu

How to Send Candidates for Interview Approval in Taleo Admin

> *Note: Interview approval is only required for full-time positions.*

What do I do after my position has closed online?

1. After your position has closed, the first step is to go over your candidate pool and select the candidates that you'd like to interview.

2. Send those candidates to HR via Taleo Admin for interview approval. An HR representative will reach out with interview approval.

3. After HR has approved the individuals for interview, you can then contact the candidates to set up interviews.

How do I use Taleo Admin to send my candidate selections to HR?

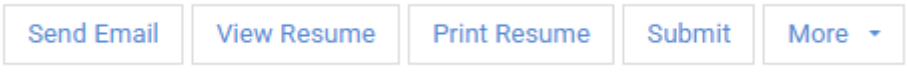
1. Open Taleo Admin through your Pack Portal (under the Human Resources tab)

2. Click on the 'requisitions' tab and search for the position number

3. Click on the green bubble under the 'candidates' heading. This should generate a list of all candidates who applied for the position.

4. Select the checkbox next to the candidates you would like to interview

5. Click on the 'more' button, then select 'send to



6. Choose the 'select template' button and then click the appropriate 'Selected for Interview' option (Step 1)

7. Verify that the correct position number is listed in Step 2

8. For Step 3, select the 'To: Add User' button beside 'Users'. This will generate a pop-up box. Type “HR” in the first name box. **No other fields need to be selected or filled in.** Click **Refresh List.** Then, select A-State HR and close the window

9. Click 'next' at the bottom of the page

10. Leave the **Send Candidates Data** fields blank and click **Send.**

An HR Representative will reach out with approval and next steps.

> Questions about the Interview process? Let us know! Human Resources is here to help!

How to View Applications in Taleo Admin

How do I view my candidate pool for a job that I have posted?

1. Log into Taleo Admin through your Pack Portal - located under the 'Human Resources' drop-down. If you cannot log in, please reach out to HR for assistance.

2. Go to 'Requisitions' on the top banner and search for the position number that you are hiring for.

3. Click the green bubble under the 'candidates' header - this will take you to a list of every candidate that applied for your position

Click on the candidate's name to review all application information.

I am serving on a search committee and cannot view the position in Taleo Admin. What should I do?

You will need to reach out to Human Resources and request access to the position.

> Questions about Taleo Admin or the Hiring Process? Reach out to Human Resources. We are happy to help guide you through the process!

How to Submit an Offer Letter in Taleo Admin

> *Once the decision has been made on which candidate to hire, an offer letter must be generated*

How do I create an offer letter in Taleo Admin?

1. Log in to Taleo Admin using your Pack Portal. Taleo Admin is located under the Human Resources drop-down.

2. Click on the 'Requisitions' tab and search for the position that you are hiring for.

3. Click on the green bubble under the 'Candidates' heading to access the list of people who applied

4. Select the name of the individual that you would like to hire

5. Under the 'Offer Letter' section, click on the 'New Offer' button

6. Complete the offer letter and then click 'save'

7. Review the offer letter. If anything needs to be changed, click the 'modify' button under 'action'. If everything looks good, click the 'submit for approval' button under 'action'.

> *The information entered in the Offer Letter Details will populate the official Written Job Offer Letter, which will be emailed to the candidate. All fields highlighted in red are required fields.*

Offer Letter Details

- **Requisition**: Please ensure that you have selected the correct requisition and position number. There is a blue 'view' button beside this section that will pull up the requisition in a new window to verify
  - ***NOTE: Every job that an applicant has ever applied for will show up under this drop-down. It is important that you verify the position number so that an offer is created for the correct job.***
- **Offer Template**: Select the appropriate offer template

- **Title**: Type the 'Classification Title' that was used in the requisition. This is the state-appropriated title.
- **Working Title**: This title can differ from the classification title and be more fitting for the job itself.
- **Supervise FT Emps?**: Will this individual be supervising any Full-Time employees?
- **Anticipated Start Date**: Enter approximate start date. HR will populate the official start date after their review.
- **Evaluation Manager**: Type in the name of the individual's supervisor. If this is full-time, this will need to be the person who will complete their 90-day and annual evaluation.
- **Manager**: Click the drop-down and select the supervisor's name. This will be who is approving their Time and Attendance.
- **Supervisor's ID**: Enter the ID of the individual that you listed in the 'Manager' box
- **Supv's Timesheet Orgn**: Enter the 6-digit timesheet org code for the individual that was listed in the 'Manager' box
- **Dept. Phone Number**: Enter either the department's main line or the office phone number of the individual that you are hiring
- **Employment Type**: Select the appropriate option
- **Annual or Hourly Salary**: Enter the dollar amount
- **Shift Pay**: No for employees clocking in before 2:00 PM. If an individual is clocking in after 2:00 PM, the answer will be yes
- **HR Use - Expiration Date**: Leave this blank. HR use only.
- **Contract Term:** Select the appropriate option
- **International Sponsorship**: Change to yes if sponsorship is required
- **Current Employee:** Indicate if this is a current employee. If so, please enter their idea
- **Comment**: Add any necessary comments
- **Grant Information Section**: Provisional position only - enter the grant begin and end dates
- **Adjuncts, Graduate Assistants, & Resident Assistants**: enter contract dates
- **Faculty & Childhood Services Contract**: entry type of contract and contract dates
- **Budget Information Section**: Enter where the position will be funded from

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I need help submitting an Offer Letter in Taleo Admin. Who do I contact?

 Full-Time Staff & Faculty: Peyton Gunn

 Work Study, Part-Time Non-Student, Student: Kelly Carrick

 Graduate Assistant & Part-Time Faculty (Adjuncts): Olivia Clark

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