

Hiring Process: Full-Time Employees

Step 1: Update Job Description in Taleo

1. If you have not already, contact Human Resources to request access to Taleo
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.

Step 2: Post Job

1. [Create a Requisition in Taleo](#)
2. Requisition will route through departmental and administrative approvals
3. Human Resources will approve and post jobs to the appropriate career websites

Step 3: Review Candidates

1. Form Search Committee - Contact Human Resources to set up search committee access
2. [Select candidates for interview within Taleo](#)
3. Human Resources will review candidates selected for interview
4. Human Resources contacts the hiring manager with an approved list of candidates

Step 4: Schedule Interviews

1. Contact candidates to schedule an interview
2. Create an Interview in Taleo (optional)
3. Document reference checks in Taleo

Step 5: Submit Candidate Offer

1. [Submit the Offer Letter in Taleo](#)
2. Human Resources extends a verbal offer to the candidate
3. Human Resources submits a background request to the candidate via email
4. Human Resources submits a written offer to the candidate
5. Candidate e-signs offer/contract (replaces contract request form/paper offer letter)

Step 6: 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.
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Questions?

- System Access, Posting Jobs, Candidate Applications, and General Questions - [Kristin Carson](#) at 2446
- Interviews, Offers, and Onboarding - [Peyton Gunn](#) at 2272

Helpful Guides

[How to Create a Requisition](#)

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