

Hiring Process: Graduate Assistants

To rehire an existing Graduate Assistant: Please process an EPAF through Banner Self-Service. ([View 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
4. If you are unsure of what position number to use, please contact Human Resources
5. Requisition will route through departmental and administrative approvals
6. Human Resources will approve and reach out to the hiring department with the next steps

Step 2: Review Candidates

1. After the position has closed, review the applicant pool to select candidates for interview.

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
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
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Questions?

- System Access, Posting Jobs, Candidate Applications, and General Questions - [Kristin Carson](#) at 2446
- Offers Letters and Onboarding - [Olivia Clark](#) at 3659

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