

Hiring Process: 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
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 review and reach out to the hiring department with next steps

Step 2: Review Candidates

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

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, [Kelly Carrick](#) will send the offer to the candidate via email
3. Once the Background Check is completed, Human Resources 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

Questions?

System Access, Posting Jobs, Candidate Applications, and General Questions - [Kristin Carson](#) at 2446

Interviews, Offers, and Onboarding - [Kelly Carrick](#) at 8160

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