Hiring Process: Part-Time Student and Work-Study Employees

As of 6/22/21: To rehire an existing Part-Time Student: 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 the next step

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

Step 3: Conduct Interviews for Selected Candidates

Step 4: Background Check

1. If the 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
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

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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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