

New Part Time Non-Student

Contact [Kelly Carrick](#)

Phone: 870-680-8160

Email: kmilam@astate.edu

Career Center:

<https://phe.tbe.taleo.net/phe02/ats/careers/v2/jobSearch?act=redirectCwsV2&cws=46&org=ARKASTAT2>

Step 1: Post Job

1. If you do not have access to Taleo Admin, contact Kathryn Pulliam at kapulliam@astate.edu
2. Create Requisition from the Job Library in Taleo (please see the [Taleo Student, PT Non Student, GA, and Adjunct Guide.docx](#) for reference, Pages 1-4)
3. If you are unsure of what position number to use, please contact Kelly Carrick
4. Requisition will route through departmental and administrative approvals
5. Kelly Carrick will approve and post job to appropriate career web site for 7 days

Step 2: Review Candidates

1. After the position has closed review applicant pool to select candidates for interview.
2. Update your selected candidates to an interviewing status within Taleo (please see the [Taleo Student, PT Non Student, GA, and Adjunct Guide.docx](#) for reference, Pages 5-7)

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 (please see the [Taleo Student, PT Non Student, GA, and Adjunct Guide.docx](#) for reference, Pages 8-11)
2. After Offer has been approved, Kelly Carrick and request to candidate via email
3. Once the Background Check is completed, Kelly Carrick emails written offer to candidate
4. Candidate e-signs offer/contract

Step 5: New Hire Paperwork

1. 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 Onboarding paperwork
3. Once Offer Letter is eSigned, and all Onboarding paperwork is completed, the new employee will receive an email within 48 business hours to their personal email address with instructions to activate their A-State account and other [important steps](#) that need to be completed