

New 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=47&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

Step 3: Conduct Interviews for Selected Candidates

1. Student positions do not require interview approval.

Step 4: Background Check

1. If 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 (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 will request the student to complete and i9 verification before an written offer is emailed to each candidate
3. Candidate e-signs offer/contract

Step 6: 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