

## New Graduate Assistant

Contact: LaToya Yarbrough

Phone: 870-972-8012

Email: [lyarbrough@AState.edu](mailto:lyarbrough@AState.edu)

Career Center Website:

<https://phe.tbe.taleo.net/phe02/ats/careers/v2/jobSearch?act=redirectCwsV2&cws=45&org=ARKASTAT2>

### Step 1: Post Job

1. If you do not have access to Taleo Admin, contact Kathryn Pulliam at [kapulliam@astate.edu](mailto: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 LaToya Yarbrough at [kiYarbrough@astate.edu](mailto:kiYarbrough@astate.edu)
4. Requisition will route through departmental and administrative approvals
5. LaToya Yarbrough will approve and post job to appropriate career web site for 7 days

### Step 2: Review 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 (please see the [Taleo Student, PT Non Student, GA, and Adjunct Guide.docx](#) for reference, Pages 8-11)
2. After Offer has been approved, LaToya Yarbrough calls candidate with verbal offer, then submits background check request and I-9 request to candidate via email
3. Once the candidate has completed their portion of the Background Check, LaToya Yarbrough 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 including their I-9, the job will be sent to Banner and they will be added to payroll.