

Full Time

Contact Kristin Helms / Peyton Gunn

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Career Center:

<https://phe.tbe.taleo.net/phe02/ats/careers/v2/jobSearch?act=redirectCwsV2&cws=40&org=ARKASTAT2>

Step 1: Post Job

1. If you do not have access to Taleo Admin, contact Kristin Helms
2. Create Requisition from the Job Library in Taleo
3. If you are unsure of what position number to use, please contact Kristin Helms
4. Requisition will route through departmental and administrative approvals
5. Kristin Helms will approve and post job to appropriate career web site for appropriate number of days

Step 2: Review Candidates

1. After the position has closed review applicant pool to select candidates for interview. **All candidates must be approved by HR/Peyton Gunn before they can be contacted**

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 Offer has been approved, Peyton Gunn extends the verbal offer and initiates the background check.
3. Once the background check is completed, Peyton Gunn sets the official start date and 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