

Arkansas State University – Jonesboro
Hiring Processes and Procedures
Non-Classified/Faculty Searches Utilizing an Independent Firm

Arkansas State University – Jonesboro utilizes web based employment software by PeopleAdmin. This site, named AstateJobs, facilitates the electronic application process for all prospective employees, and provides an internal process for request and approval of all positions to be filled.

This process enables the various departments to track, verify, and approve information related to each position, and maintain accurate records for federal, state, and university reporting. This information is maintained in Human Resources for three years. In order to maintain the accuracy of this information, all full-time positions and applicants for each of those positions, must be entered into the AstateJobs system.

Some positions on campus benefit through the use of an independent search firm. Two options are available for departments when utilizing a search firm. The search may be conducted outside of the electronic system or in conjunction with the system. Instructions for both processes are provided in the following pages.

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The Office of Human Resources is available at (870) 972-3454 to provide assistance at anytime. We wish to assist in making the search as efficient and successful as possible. The step by step procedures follow.

Searches Independent of AstateJobs

Justification

If your department falls under the Academic Affairs and Research (AAR) Division, you must submit the [Justification to Initiate a Search](#) and receive approval from AAR, prior to initiating the search process.

Applicant Review/Interviews

1. Conduct interviews. Each candidate that you interview must complete the [Governor's Executive Order Disclosure](#) form. Upon completion, please forward to HR immediately.
2. Check references. Note: Any significant findings are to be provided to HR.
3. Make verbal offer contingent upon completion of valid background check and submit [Request for Background Check](#) to HR.

New Employees

1. Once the candidate has accepted the offer, and has been scheduled with the date and time to begin the new position, the hiring department must complete the following:
 - Submit approved [Assignment Change form](#).
 - Complete [New Employee Orientation Forms](#) and fax to HR. If the new employee is a faculty member beginning in August, they will be scheduled for New Faculty Orientation.
 - If possible, have new employee complete and bring the [Individual New Hire tax packet](#) to New Employee Orientation.

The Assignment/Change form and the tax packet should be forwarded to Human Resources as soon as possible. Your new employee will obtain benefit information (if they are eligible) at Orientation.

2. New Employees will report to the department on the first day. Employee may complete the Individual New Hire tax packet and bring with them to orientation that afternoon. All new employees must attend New Employee Orientation which is held every Monday at 1:00 pm in the Environmental Health & Safety Building Training Room. Parking decals and ID cards will be provided during orientation.
3. Submit any notes or information pertaining to the position to Human Resources.

Reporting

A spreadsheet from the department and/or search firm including the following must be provided to HR. Contact HR for a template.

- Position Number
- Position Class Title
- Position Working Title
- Department Name
- First, Middle, Last Name of Applicants
- Gender, Race, Ethnicity of each Applicant (A web link is available which may be forwarded to applicants for confidential disclosure)
- Reason Not Hired for each Applicant
- Communication allowing applicant to disclose Veteran and/or Disability status. (A web link is available)

All information regarding a particular search will remain on file in Human Resources for five years.

Searches in Conjunction with AstateJobs

A position entered into AstateJobs will be advertised on the University's Employment Opportunities website at <https://jobs.astate.edu>. This website is linked from the Astate home page and provides links to campus, benefit, and community information.

When combining the advantages of a search firm with the AstateJobs posting, the following information should be provided to the firm for use in their recruitment efforts.

- The AstateJobs applicant site address, <https://jobs.astate.edu>, to be referenced in their advertisements.
- AstateJobs administrative site address, <https://jobs.astate.edu/hr>, to allow access to applicant names.
- Guest User access code (available through the web posting) for logging into the administrative site.

The search firm must refer applicants to the applicant site (<https://jobs.astate.edu>). Applicants will establish an account online, provide their basic contact information, and have the option to voluntarily provide their demographic data. No other information is required online. An example to include in advertising is:

Applicants should register online at <https://jobs.astate.edu> and send a cover letter, résumé, and reference list of at least five references to:

Contact, contact@email.com
 Search Firm
 Address
 City, State Zip
 Phone

Utilize the appropriate hiring processes (classified, non-classified, or faculty) as posted on the HR site and linked below.

[Classified Hiring Processes](#)

[Non-Classified Hiring Processes](#)

[Faculty Hiring Processes](#)