



Hiring

at A-State



Full-Time

Adjuncts

Graduate Assistants

Part-Time Non-Student

Part-Time Students

Create Requisition	Create Requisition	Create Requisition	Create Requisition	Create Requisition
Requisition Closes/ Select for Interview	Create Offer	Create Offer	Requisition Closes	Create Offer
Create Offer	Verbal Offer Extended	Verbal Offer Extended	Create Offer	1-9 Verification
Verbal Offer Extended	Background Check	Background Check (Conditional)	Background Check	Confirm Start Date
Background Check	Confirm Start Date	Confirm Start Date	1-9 Verification	Confirm Start Date
Confirm Start Date	Email Offer Letter/Onboarding Forms	Email Offer Letter/Onboarding Forms	Confirm Start Date	Email Offer Letter/Onboarding Forms
Email Offer Letter/Onboarding Forms	Process to Payroll/ASU Email 48 Business Hours	Process to Payroll/ASU Email 48 Business Hours	Email Offer Letter/Onboarding Forms	Process to Payroll
Process to Payroll/ASU Email 48 Business Hours	1-9 Verification (Within 3 days of start date)	1-9 Verification (Within 3 days of start date)	Process to Payroll/ASU Email 48 Business Hours	
1-9 Verification (Within 3 days of start date)				