

SST Employment Posting Information Sheet

All jobs (Staff and Student Worker) must be posted through the ASU hiring system, and all applicants must apply through the system. Below is the list of what is needed to post the position.

- Job Title:
- Hourly Rate/Salary:
- Number of hires from posting:
- Target Start Date:
- Hours Work per week:
- Full-time/Part-time:
- Benefits (Y/N):
- Account number (s):
- Job Description:
- Working Environment:
- List of Essential Duties:
- List of Desired Qualifications:
- Names of the hiring/interview committee:
 - If this is a Staff position a Department Certified Recruiter is required to be on the committee, please contact Tanya Williams (tfwilli@mainex1.asu.edu) for available Recruiters.

Once the above information is provided please allow up to 10 business days for the posting to go live, longer is during peak volume times i.e. beginning of fall, beginning of spring or during the summer.

All student employee positions must be posted for a minimum of 72 hours.

All staff positions must be posted for a minimum of 10 business days.

After the position has closed:

- The hiring committee will receive an electronic file within 48 hours with all applicant resumes and instructions on how to proceed.
- An interview evaluation form will be provided. The form must be completed for each candidate interviewed. Complete the notes section of the form with a summary of interview and justification for decision made.
- A clear justification will be required for the candidate who is selected to hire.
- Reference will be sent to the committee after the interview is complete.
- No offers, verbal or otherwise can be made before obtaining approval for the hiring manager. Allow 3-5 working days (longer if during peak volume times), for approval to make a verbal offer.
- Hiring manager issues all offer letters.
- The entire hiring process can take 6 to 8 weeks to complete, longer if during peak volume times.

Contact the department hiring manager with any questions you may have.