College of Arts and Sciences

E-recruit for Part-Time Job Positions

Step 1: Departments will identify and create job ads on the “Request to Post” form. Forward the completed form to the College’s Human Resources Facilitator. Be sure to add to the subject line the following information (hiring dept name, PT (part time) posting).

Step 2: The Dean’s office will post the group ads in e-recruit and HR will notify the departments when approved to view the posting. If you want to make changes, please send an email to the College’s HRF and Kelly Limpic with the requested change.

Step 3: Departments will monitor job postings and applicants. Anyone interested in working for UMKC MUST apply through e-recruit.

Step 4: Departments will identify the candidate they’d like to hire, send “Notification of Hire” form to the College’s HRF, and the HRF will make the offer in e-recruit. Be sure to add to the subject line the following information (NOH, Dept name, position number). Departments will send information to the candidate regarding the criminal background process.

Step 5: Once the candidate submits information to HireRight, Kelly Limpic will start the CBC process. Approval notice will be sent to HRF and the hiring department.

Step 6: Department will complete the hiring paperwork and submit it to the College’s HRF.

Questions – College HRF (235-1135) or Kelly Limpic, A&S recruiter (235-1228).