

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).