ASU Application Guide for External Candidates

A guide for non-ASU job seekers to apply to ASU staff opportunities

This comprehensive guide supports non-ASU applicants through each phase of the application process. It features application best practices, step-by-step guidance and instructions to support successful applications.

Note: Lightbulbs indicate a "best practice" or helpful tip. 💡

Table of contents

ASU applicant website

1. Access the ASU applicant website.

2. Select **Apply here** under the **Staff opportunities for Non-ASU job seekers** external portal**.**

   💡 Postings are automatically removed from all ASU sites at 11:59 p.m. the day before the listed end date. For example, if the end date is Aug. 23, 2025, the posting will be removed at 11:59 p.m. on Aug. 22, 2025

   💡 Please ensure that your application is accurate. Any applications that are not accurate will be declined. Once an application is submitted, you cannot make changes or reapply.

Careers at ASU

Staff opportunities for Non-ASU job seekers

For job seekers who are not current ASU employees and for student workers applying for staff positions.

Apply here

Staff opportunities for current ASU employees

Find staff job opportunities within ASU colleges, departments and schools. ASU employees only.

Apply here

Student job opportunities

Students can find on- and off-campus job opportunities.

Search here

3. Review the job list by using the "search" field or navigating through job postings.

4. Select the job posting title to open, review and apply to the job posting.

5. Select **Apply**.

6. Choose method of application — best practice is to select "Apply Manually".

🔆 It is best practice to select **Apply Manually**.

7. Select **Create Account** and complete the application process.

EdPlus Enrollment Coach

Create Account/Sign In — Autofill with Resume — My Information — My Experience — Application Questions — Voluntary Disclosures — Self Identify — Review

Create Account

Please create an account to apply to jobs and access candidate tasks such as adding references and reviewing offer letters.

If you have access to ASU Workday, DO NOT create this account! Log in and search "Jobs Hub" in the search bar.

Password Requirements:
- An uppercase character
- A numeric character
- An alphabetic character
- A minimum of 8 characters
- A lowercase character
- A special character

Email Address

8. Select **Manual Upload Resume and Cover Letter** to upload your resume and cover letter.

Resume/CV and Cover Letter
Please attach both your Resume or CV as well as your Cover Letter.

Upload a file (5MB max) *

↑

Drop files here

or **Select files**

Test Resume.docx
12.96 KB
✓ Successfully Uploaded!

Test Cover Letter.docx
12.97 KB
✓ Successfully Uploaded!

Social Network URLs
LinkedIn

[Back] [Save and Continue]

9. Complete **My Information** and select **Save and Continue**.

EdPlus Enrollment Coach

Autofill with Resume — My Information — My Experience — Application Questions — Voluntary Disclosures — Self Identify — Review

My Information

* Indicates a required field

How Did You Hear About Us? *

× LinkedIn

Have you ever been employed or been a student at Arizona State University? NOTICE: If you are a current Employee or Contingent Worker, please log into Workday to search for and apply to jobs using the Jobs Hub or by searching Browse Jobs. If your application is submitted through this external website, it cannot be moved forward. If Yes, please answer the questions below. If No, please continue to the next page. *

○ Yes
● No

Country *

United States of America ▾

Legal Name
First Name *

Dan

[Back] [Save and Continue]

Note: You may need to manually enter your experience. Select **Save and Continue** when finished.

My Experience

* Indicates a required field

Work Experience

Work Experience 1

Job Title *

    ASU Director

Company *

    Arizona State University

I currently work here

☐

From *   To *

    01/2000 📅   01/2025 📅

Role Description

    Testing application process

Add Another

    Back   Save and Continue

Education

SCHOOL: Start typing the first few characters of your school name, then press ENTER. Select the closest one.
DEGREE: Press the DOWN arrow and scroll until you find the nearest match.
FIELD OF STUDY: Start typing the first few characters, then press ENTER. Select the closest one.

Education 1   🗑 Delete

School or University *

    ✕ Arizona Academy of Beauty Inc   ☰

Degree *

    B.A. Bachelor of Arts (BA)   ▼

Field of Study *

    Back   Save and Continue

10. Complete **Application Questions** and select **Save and Continue**.

A screenshot of the My Information section. that reads:

EdPlus Enrollment Coach

Application Questions

* Indicates a required field

Are you currently eligible to work in the United States without ASU sponsorship? *

    Yes   ▼

Are you 18 years or older? *

    Yes   ▼

I have reviewed the minimum qualifications for this position and feel I possess the education and/or experience required; OR, possess any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

IMPORTANT NOTE: What is the meaning of "equivalent combination" in the minimum qualifications statement? It means one year of higher education (24 credit hours) is equal to one year of experience. For example, a four-year Bachelor's degree is equal to four years of experience. *

    Yes   ▼

Have you ever gone by a different name? If so, please list them below:

    No

    Back   Save and Continue

Have you ever been employed or been a student at Arizona State University? NOTICE: If you are a current Employee or Contingent Worker, please log into Workday to search for and apply to jobs using the Jobs Hub or by searching Browse Jobs. If your application is submitted through this external website, it cannot be moved forward. If Yes, please answer the questions below. If No, please continue to the next page. *

○ **Yes**
○ No

If you know what your previous work email or student email was, please include it here (i.e. name@asu.edu or ASURITE@asu.edu). If you do not, enter "na@test.com" as this is a required field. *

[   ]

If you know your previous Employee ID or Student ID, please include it here. If you do not have a previous ID or do not know it, please leave this field blank (do not enter N/A).

[   ]

If you know your previous manager's name or email, please include it here. (Previous employees only)

[   ]

If you know your previous work location (campus) or department name, please include it here. (Previous employees only)

[   ]

Save and Continue

11. Complete **Voluntary Disclosures** and select **Save and Continue**.

A screenshot of the Application Questions section that reads:

Autofill with Resume — My Information — My Experience — Application Questions — **Voluntary Disclosures** — Self Identify — Review

Voluntary Disclosures

* Indicates a required field

Voluntary Personal Information
Arizona State University is a Government Contractor subject to certain governmental record-keeping and reporting requirements for the administration of civil rights and affirmative action laws.

As a Government Contractor, ASU is required to take affirmative action to employ and advance in employment women, minorities, individuals with disabilities and protected veterans. In order to comply with applicable law, Company invites applicants, new hires and employees to voluntarily self-identify their gender, race or ethnicity, disability status and protected veteran status. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable law, including those that require the information to be summarized and reported to the federal government for civil rights enforcement and affirmative action. This form will be kept in a confidential file separate from your application for employment or personnel file. When reported, data will not identify any specific individual. If you would like to be included in our affirmative action program, please identify below.

Are you of Hispanic or Latino descent? *

[No   ▼]

Please select the ethnicity which most accurately describes how you identify yourself. *

☐ American Indian or Alaska Native (United States of America)
☐ Asian (United States of America)
☐ Black or African American (United States of America)
☐ I do not wish to answer. (United States of America)
☐ Native Hawaiian or Other Pacific Islander (United States of America)
☑ White (United States of America)

Please select your gender. *

| Male | ▼ |

Please select your Veteran status (hold control or command key to select or deselected one or many). List of Protected Veterans: 0 - Active 0 - Inactive 1 - Special Disabled Veterans 2 - Vietnam Era Veterans 3 - Newly Separated Veterans 4 - Other Protected Veterans 5 - Reserve *

| Not a Veteran | ▼ |

Terms and Conditions

READ AND SIGN: Acknowledgement Form

- I hereby certify that the information I have provided on this application form is true, accurate and complete in all respects.
- I authorize representatives of Arizona State University to contact any of my previous and current employers, educational institutions, or other references to provide applicable information relevant to the position for which I am applying.
- I consent to the release of any information maintained about me by all previous and current employers, educational institutions, law enforcement authorities, courts, licensing boards or any other entity, agency, or individual which Arizona State University and its agents may contact to secure references or records.
- I authorize Arizona State University and its agents to conduct a criminal records check on me, including past convictions and guilty pleas. I release Arizona State University and its agents from any liability for conducting such investigation and/or records checks.
- Representatives of Arizona State University, in separate documentation, may ask to obtain a criminal background report, post-offer pre-employment drug screening and/or motor vehicle driving record report. I understand, with the exception of the post offer pre-employment drug screening, this consent is valid for the duration of employment.
- I release Arizona State University, as well as any schools, employers, law enforcement authorities or other references, from any liability as a result of the verification process.
- I hereby authorize Arizona State University to release information concerning my employment with the University to any prospective employer or others seeking to verify my employment with Arizona State University or its agents in the future. I hereby release Arizona State University and its agents from any liability for any truthful statement made by any employee, agent or official of the University and its agents which is made to any prospective employer in the future and waive any claim that might arise from any such statement.
- I consent to the use of my social security number for Arizona State University business.
- I understand that if I falsified any information or omitted any material facts on this application, it may be grounds for removal from consideration of employment or immediate discharge of employment at any time. I am not aware of any employment agreement, non-compete, or other restrictive covenant of obligation, to which I am subject that would prevent my employment by Arizona State University.
  - I understand that my employment with Arizona State University is contingent upon proof of U.S. citizenship or obtaining and maintaining the necessary work authorization documentation through the U.S. Immigration and Naturalization Service (INS).

I am not aware of any employment agreement, non-compete, or other restrictive covenant of obligation, to which I am subject that would prevent my employment by Arizona State University.

I understand that checking this box is the legal equivalent of a signature accepting the terms above *

☑

Back   Save and Continue

12. Complete **Self-Identify** and select **Save and Continue**.

Self Identify

* Indicates a required field

Language *

English ▾

Voluntary Self-Identification of Disability

Form

CC-305

OMB Control Number

1250-0005

Expires

04/30/2026

Name *

Dan Klug

Employee ID (if applicable)

Date *

08/28/2025 📅

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema

- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below: *

☐ Yes, I have a disability, or have had one in the past

☐ No, I do not have a disability and have not had one in the past
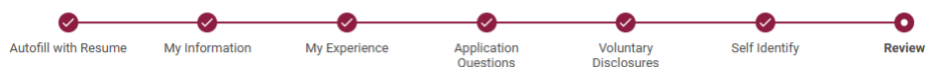
☐ I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

[Back] [Save and Continue]

13. Review your completed application in the **My Information** section. Select **Back** if you want to make edits. Select **Submit** if everything is correct.

EdPlus Enrollment Coach

Autofill with Resume — My Information — My Experience — Application Questions — Voluntary Disclosures — Self Identify — **Review**

Review

My Information

How Did You Hear About Us?
LinkedIn

Have you ever been employed or been a student at Arizona State University? NOTICE: If you are a current Employee or Contingent Worker, please log into Workday to search for and apply to jobs using the Jobs Hub or by searching Browse Jobs. If your application is submitted through this external website, it cannot be moved forward. If Yes, please answer the questions below. If No, please continue to the next page.
No

Legal Name
Dan Klug

[Back] [Submit]

14. You have completed your application, and a confirmation message will appear.

Application Submitted

You have successfully submitted an application to Arizona State University.

Please check your email for notifications regarding your application, and log into your Candidate Home Account to view application updates, and take action when requested.

You have no more tasks.

Return to Home

15. You can verify your application status via the [ASU applicant website](#).

16. From your **Candidate Home** tab, you can receive tasks from ASU hiring departments and view your application status.

My Tasks

You have no tasks.

My Applications

As we evaluate your qualifications, we may contact you for additional information. If so, you will receive an email from our team. For next steps, please monitor your email or this candidate home page.

Use the Update Contact Information button below (under My Account) to provide your address, update your name, and change your phone number which are used for recruiting purposes.

Active (1)   Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
EdPlus Enrollment Coach	JR112149	In Process	August 28, 2025	•••

17. You can withdraw your application at any time. From **Candidate Home**, select the three dots under the **Action** column and select **Withdraw Application**. Select **Withdraw** again in the Withdraw box. You can only apply once to a requisition, and you cannot reapply.
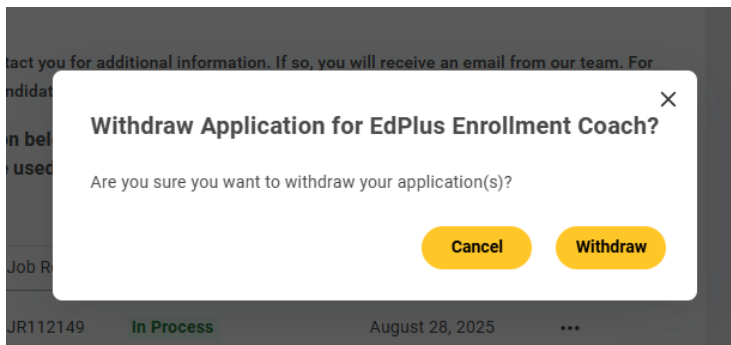
My Applications

As we evaluate your qualifications, we may contact you for additional information. If so, you will receive an email from our team. For next steps, please monitor your email or this candidate home page.

Use the Update Contact Information button below (under My Account) to provide your address, update your name, and change your phone number which are used for recruiting purposes.

Active (1)   Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
EdPlus Enrollment Coach	JR112149	In Process	August 28, 2025	•••

> View Application
>
> Withdraw Application

Withdraw Application for EdPlus Enrollment Coach?

Are you sure you want to withdraw your application(s)?

Cancel   Withdraw

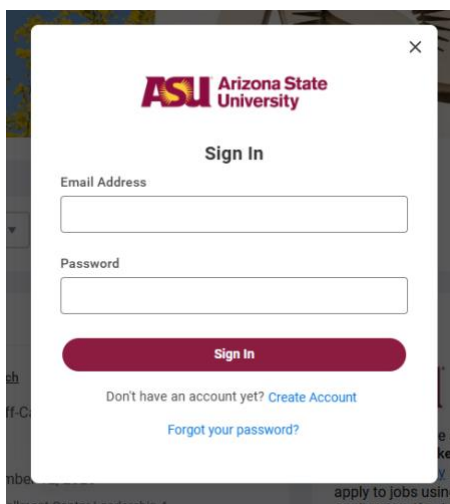JR112149   In Process   August 28, 2025   ...

18. When you withdraw your application, you will receive the following email:

Disposition reason	Email
Auto - Disposition - Candidate self-withdrew Candidate withdrew by contacting manager Accepted another position	Dear "Legal Full Name", We appreciate the time you invested in your application and your interest in working for ASU. This email confirms that you have withdrawn yourself from consideration for this job. If you believe this action was made in error and would like your application reinstated, please contact us at DL.ORG.HR.Staffing@asu.edu before the position's close date. We appreciate your interest in ASU and encourage you to explore other opportunities with us by visiting https://cfo.asu.edu/applicant. This is a system-generated email. Please do not reply to this message, as this email address is not monitored.

19. To reactivate before the posting close date, contact HR Service Delivery by 5 p.m. Arizona time the day before the posting close date at 1-855-278-5081. If your contact is after this deadline, your application will not be reactivated.

20. In future applications, you will not need to create another account. You will be able to log in and apply directly to new job postings.

Arizona State University

Sign In

Email Address

Password

Sign In

Don't have an account yet? Create Account

Forgot your password?

- 💡 It is best to tailor each resume to demonstrate how you possess the experience and knowledge required for the job posting's minimum and desired qualifications.

- 💡 Hiring departments typically schedule interviews for applicants one or two weeks after the job posting closes.

- 💡 The status of your recruitments is found on your **Candidate Home** page.

Interviewing

ASU Hiring managers will contact you after the close date by phone or through the task feature on your **Candidate Home** found when you log in to your ASU Applicant Site Account.

My Tasks

Please review the checklist below to complete any assigned tasks related to your job application.

To Do (0)   Completed (1)

You're all caught up on your tasks.

My Scheduled Events

JR112657 Admin Support Assistant 3-1
September 12, 2025 | 11:00 – 11:30 AM MST

You will receive a confirmation invitation when your interview is scheduled.

Interview Schedule for - Alex Applicant (C118078) - JR102973 TEST - ADMIN ONLY   ✕

Web Conference Link
https://asu.zoom.us/j/83591136845

Time Zone
GMT-07:00 Mountain Standard Time (Phoenix)

Feb 19, 2025

Interviewers	Start Time	End Time
Daniel Klug	2/19/2025 4:00 PM	2/19/2025 4:30 PM
Frank McCleary		
Melanie Evanoff		

Interview Type
Video

💡 To prepare for your interview, it is best to review the job posting's minimum and desired qualifications and be prepared to tell a "success story" about how you have demonstrated these qualifications in your previous job experience.

Reference checks

💡 Reference checks are conducted on all finalists after they have completed their interviews. You should provide references who can speak directly about your qualifications and work experience. Current or past supervisors are the best sources.

To add your references, log in to your **Candidate Home** account and complete these steps:

1. Select **Candidate Home** on the top right of the screen.

2. Under **To Do**, select **Start** to the right of **Add Reference**.

3. On the **Add References** page:

   a. Select **Country**.

   b. Enter **First Name**.

   c. Enter **Last Name**.

d. Enter **Email** address.

e. Select **Relationship Type**.

f. Select **OK**.

Note: You must submit at least three references. Repeat steps 3 to 7 to add additional references.

4. Select **OK**.

5. A confirmation message displays. The references are added to your candidate profile and sent to the Hiring manager.
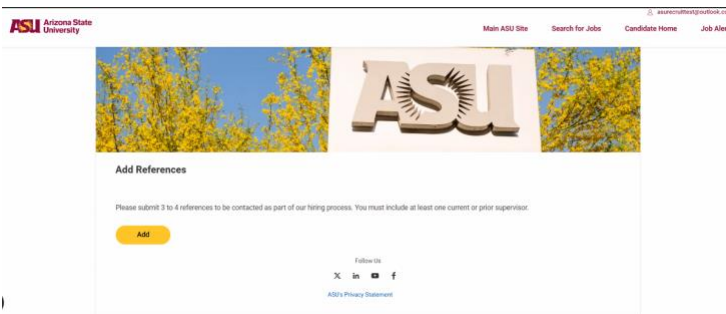
This is what the confirmation will look like:
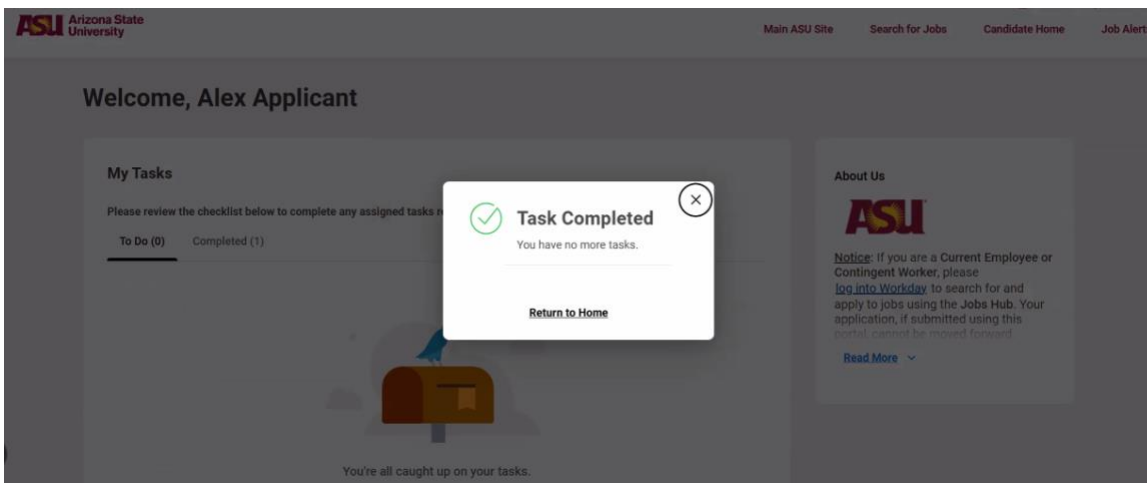
Job offers and offer letters

Once you have completed the interview and reference check process, the next step is to receive a job offer and sign an offer letter.

Complete the following steps to sign the offer letter:

1. You will receive a task in your **Candidate Home** account to electronically sign the offer letter.

2. Sign the offer letter in Adobe Sign.

3. Return to your **Candidate Home** account and submit the offer letter task.

💡 **Be sure to complete all three steps above.** If the letter isn't signed within two days after the initial task is sent, you will receive reminder notifications regarding the pending offer signature.

This is the offer notification:
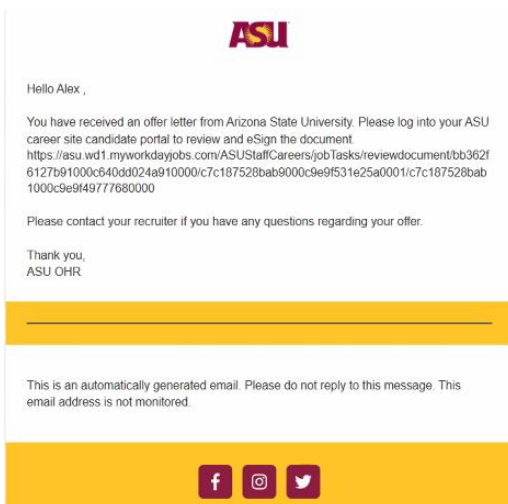
This is the signing confirmation:
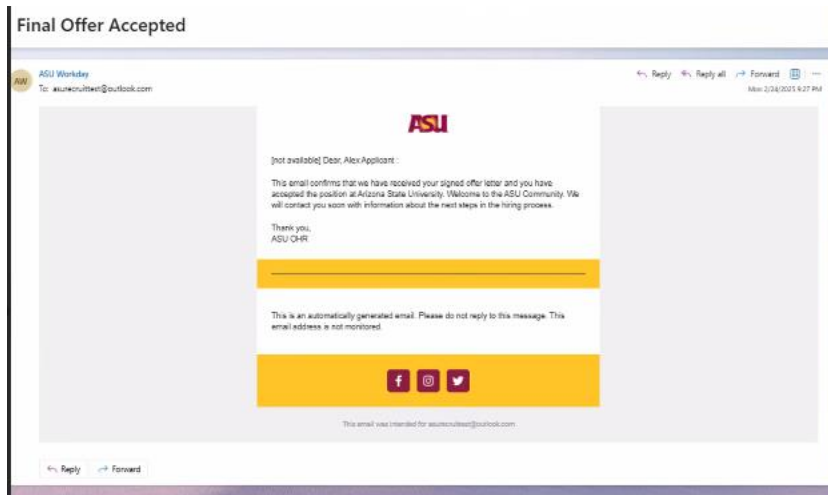
Making changes to the offer letter

If changes are necessary, the hiring manager will provide a new offer letter. Repeat the steps above.

Background and fingerprint checks

All staff candidates who accept their job offer will be required to submit to a background check that investigates a candidate's criminal, educational, and employment history. If driving an ASU vehicle is required, it will include a motor vehicle check.

Certain roles require a Fingerprint check. Per ASU policy, a finalist for a security- or safety-sensitive position must complete a fingerprint check.

All candidates must complete and pass the background check required for their position to be employed at Arizona State University.

Fingerprint process

1. If your position requires a fingerprint check, you will receive the following email with a link to open after you accept your job offer letter.

ASU

Greetings Alex Applicant ,

Congratulations on accepting your job offer from Arizona State University. ASU employment offers are contingent upon the satisfactory outcome of pre-employment screening activities, including a background and fingerprint check. Log into your ASU career site candidate portal https://asu.wd1.myworkdayjobs.com/ASUStaffCareers/jobTasks/questionnaire/c7c18752 8bab9000cb07a0f803350001

for information on completing a fingerprint check.

Best regards,

ASU Office of Human Resources
Background and Fingerprint Check and Driver Authorization Program
Fax: 480-993-0006 | Email: backgroundcheck@asu.edu
Website: Background and fingerprinting | Driving for ASU

2. You will see the following tasks listed in the ASU Career Site under **Candidate Home** in the My Tasks section:

Candidates with active fingerprint clearance cards

You must complete the following questionnaire. A candidate who responds, "Yes" to having an active Arizona fingerprint clearance card will be instructed to upload a copy of the card, along with a government-issued photo ID, to HR Central Service Delivery at backgroundcheck@asu.edu.

Fingerprinting Next Steps   ✕

Job Title: TEST - ADMIN ONLY

This is the first step in completing the fingerprint check requirement. Please complete the following questions.

Do you have a Fingerprint Clearance Card? *

| Yes   ▼ |

To complete this request, send a legible copy of your fingerprint clearance card and photo ID to backgroundcheck @asu.edu

Please provide your Fingerprint Clearance Card Number: *

| |

                                        Cancel   Submit

Candidates without active fingerprint clearance cards

If you respond "No" to the questionnaire and do not have a fingerprint clearance card, you will receive instructions to complete a fingerprint check.

You will receive two **My Tasks** related to this process. These tasks appear in sequence. Task 2 will only generate if the answer to Task 1 is "No." If the answer to Task 1 is "Yes," Task 2 will not appear.

Task 1

Required: Do you have a Fingerprint Clearance Card?

Fingerprinting is a two-step process. Complete the first step through the Arizona Department of Public Safety and the second with Fieldprint. Please follow the instructions below to complete your registration and consent forms.

Go to the AZDPS website: https://psp.azdps.gov

1. Select the "Background Check for Employment/Licensure" icon.

2. Create an Individual account if you do not have one. DO NOT create another Individual account. You can access the Background Check feature with your existing account.

3. Complete the required fields. You must use your full legal name as it appears on your government-issued ID. Other names may delay the process.

4. AZDPS does not need to approve individual accounts. However, you must validate your email address by clicking the link sent to your registered email address.

5. Once you create and verify your account, provide the following Fingerprint Code when prompted: SSP-074.A.

6. Complete the rest of the application by providing your demographic information and electronic signature on consent forms.

7. Confirm that your information is accurate, then select Continue to My Order. Select the Request Employer/Agency Pay option to coordinate payment. You must confirm two pop-up messages to complete the order:

   a. The first one will ask for "Order Acknowledgement" - select Continue to Pay.

   b. The second requires "acknowledgment of payment" - select Submit Payment Request.

   c. Another pop-up message will confirm the order.

Note: Please allow 24 hours for payment to process, excluding weekends and holidays. Do not submit a new request payment.

8. Once the payment request is approved, you will receive an email with instructions and a link to log into the AZDPS portal. Go to the Message Center for the next steps and retrieve your Reference Number.

Required: Enter the reference number.

Task 2

Note: Fingerprints are done electronically through a third-party vendor, Fieldprint. You will need the Reference Number retrieved from the AZDPS Message Center to set up your Fieldprint account.

1. Go to the Fieldprint website.

   a. If prints will be conducted within Arizona, please visit
      https://fieldprintarizona.com/individuals

   b. If prints will be conducted outside of Arizona, please visit the following and select the state in which fingerprinting will be conducted:
      https://www.fieldprint.com/fieldprint-websites

   c. Select **Schedule Appointment**, then **Sign Up** to create an account.

Note: Do not create a second account if you have already registered. You can access the first account you created.

2. Complete the required fields. You must validate your account by entering the verification code sent to your registered email address.

3. Follow the prompts to provide a **Fieldprint Code** - Reason. Enter **FPASUfingerprintFACT** into the text field, then select **Continue with Fieldprint Code**.

4. Provide the **Reference Number** retrieved from your **AZDPS Message Center**. Enter your demographic information and electronic signature on the consent forms to complete the application.

Note: You must use your **full legal last name** as it appears on your government-issued ID. Your name should match the one used to create your AZDPS account. Other names may delay the process.

5. Select a location and schedule your fingerprint appointment with Fieldprint. You will receive an email confirmation with instructions on what to expect and bring with you.

Enter the fingerprint appointment date.

You will follow the instructions to schedule a fingerprint appointment and complete the fingerprint requirement.

Rescheduling fingerprint appointments may result in additional charges.

Background check process

1. You will receive two emails:

   a. An email from ASU notifying you that you will soon receive a separate message from HireRight, the background check provider.

   b. A follow-up email from ASU's background check vendor, HireRight, that instructs you to complete your background information and submit electronic consent forms to initiate the background screening process.

2. When ASU receives the results of the background check, it will contact you with the next steps.

Onboarding at ASU

When you are successfully hired, you will receive several onboarding tasks in the ASU Human Resources System called Workday. These tasks should be completed within the first week of hire, except benefits-related tasks. Onboarding task delays can cause downstream impacts and disrupt important processes.

Below is a screenshot of your Onboarding Dashboard, which provides an overview of the tasks, messages and shared contacts.
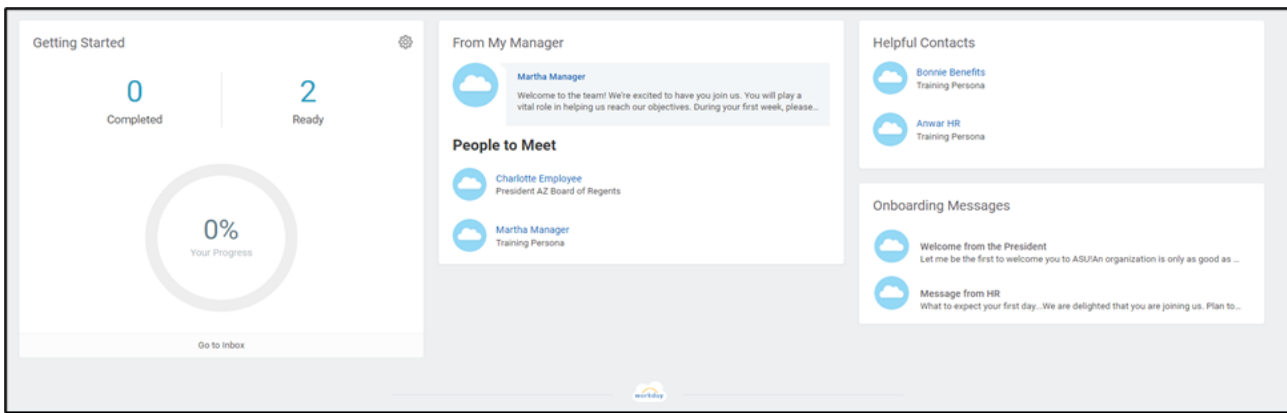
Task groupings

The onboarding tasks launch in groups, with each group of tasks appearing at the same time in your My Tasks in the top right corner of the Workday homepage.

Group 1

- Update Contact Information.

- Update Personal Info and Preferred Name.

- Equifax I-9. Remote and in-person employees receive different to-do items.

- 💡 **I-9 must be completed within three business days of the employee's hire date.**

    - Employees are asked to complete Section 1 of the I-9 form via Equifax.

    - Employee selects Submit.

    - Certified signers complete Section 2.

- If the position requires the Authorized Driver designation, the employee completes the Edit Licenses task.

Group 2

- International employees will complete the Edit Passports and Visas task.

- Non-international employees can submit this task without entering any information.

Group 3

- Manage Payment Elections.

- If the employee is a student, they review and acknowledge the Tax Withholding of Student Wages PDF.

Group 4

- Complete State and Local Withholding Elections. If this task is not completed, state withholding elections will default to the highest rate based on the employee's home address and work location.

- Federal Withholding Elections. If this task is not completed, federal withholding will default to the highest rate.

Group 5

- Change Veteran Status Identification.

- Change Self-Identification of Disability.

- Change Emergency Contacts.

- Update My Talent Profile.

- Public Employee or Officer Loyalty — via Adobe Sign.

- Social Security Number Next Steps To Do — if the social security number is blank.

- Review Documents — The employee is prompted to review and acknowledge the following documents, depending on their position type and organizational assignment:

  - Conditions of Employment.

  - Employee Handbook.

  - Health Insurance Marketplace Coverage.

  - Student Employment Guidelines, if applicable.

  - California Hire Packet, if applicable.

  - Workday HCM Security Agreement if the position has organization assignments.

Group 6

- Benefits-eligible employees complete the Change Benefits for Life Event task on or after their start date

Orientation checklist

This section reviews what you will see during onboarding. You will receive an Orientation Checklist on your first day of work. It appears under "Awaiting Your Action" on your Workday homepage.

The Orientation Checklist presents a list of new hire tasks, such as taking training or signing up for New Employee Orientation, and steps to complete them.
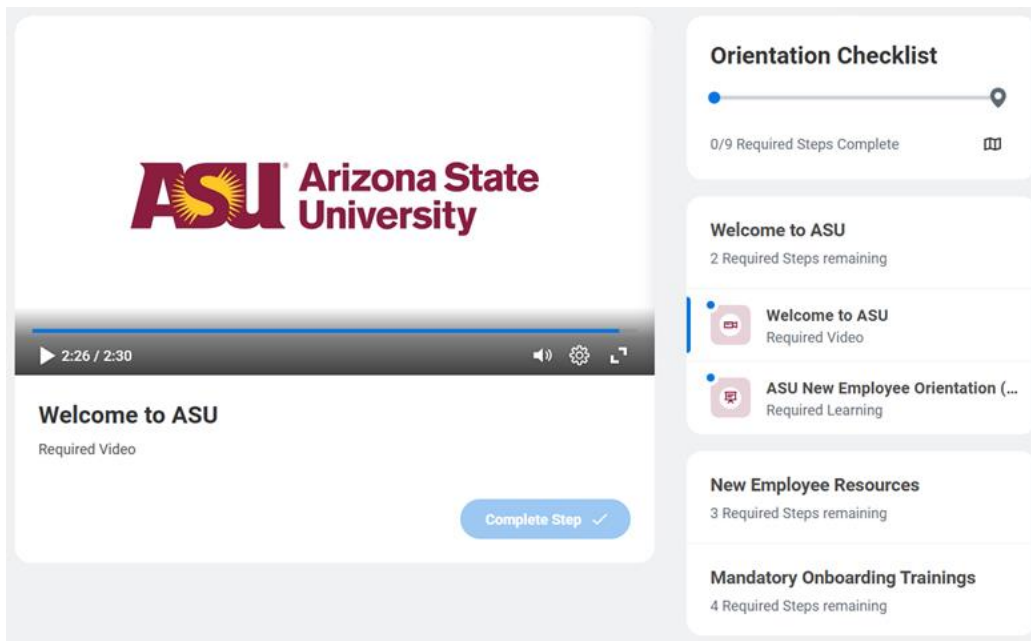
1. Select **Continue** to begin the orientation checklist and access the complete list of tasks.
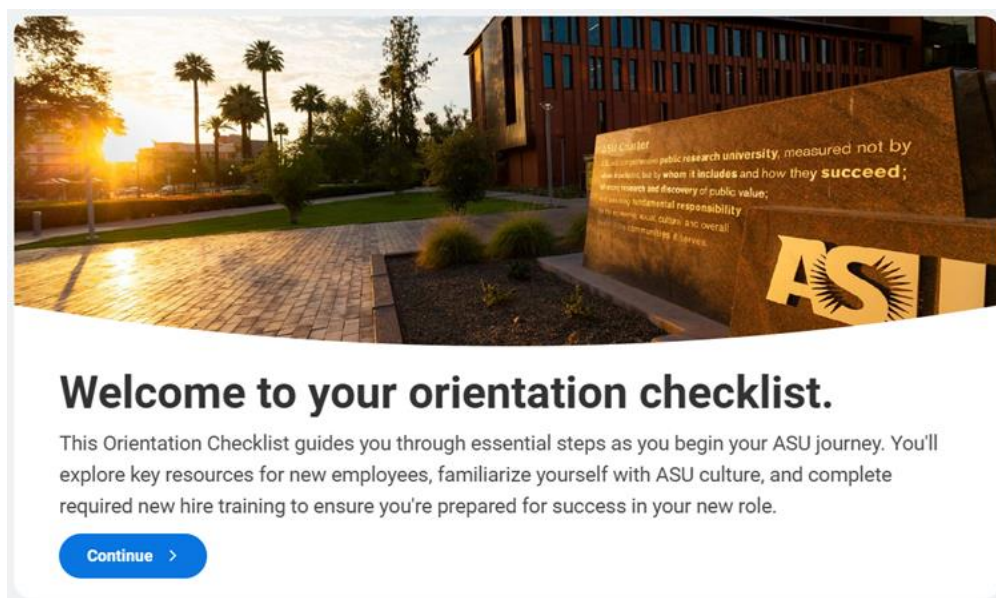
2. Select **Start Here** to begin.
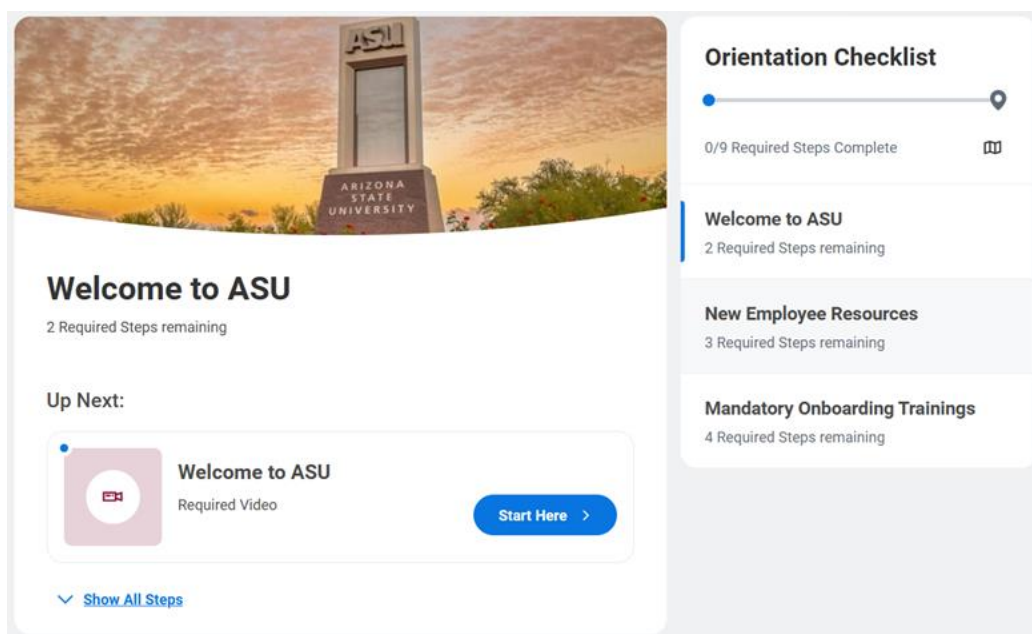
3. Each task may include a link to an external website or a Workday learning course. After completing a task, you should select "Complete Step and Continue" to move on to the next task. You can exit the Orientation Checklist anytime and return to it later.

4. The orientation checklist contains the following tasks:

   a. Watch a Welcome to ASU video. Select Complete Step when the video finishes.
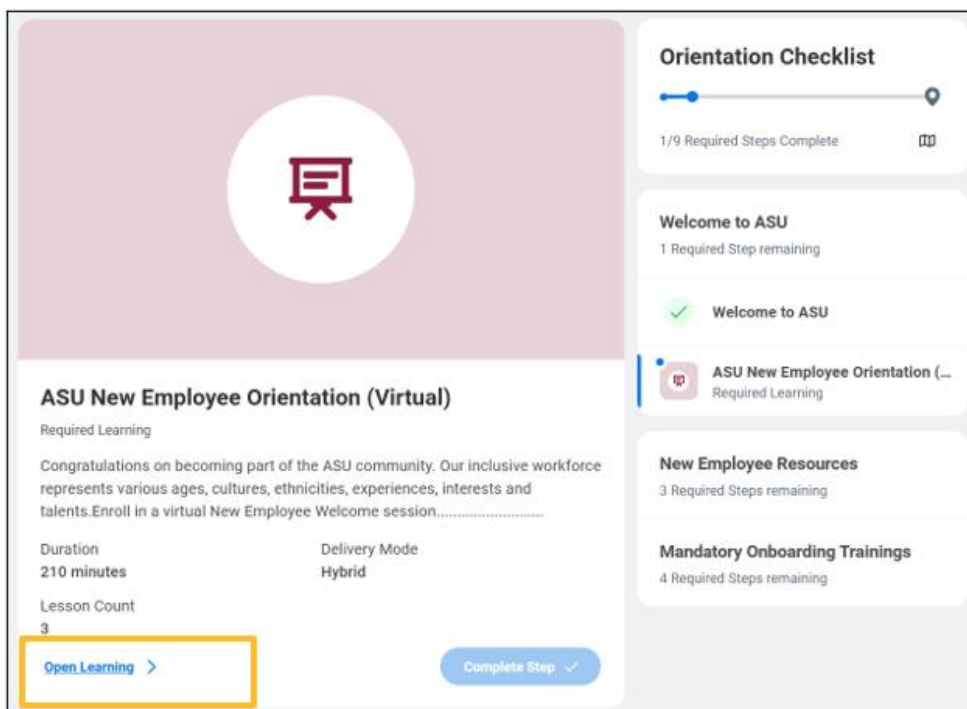
b. Register for New Employee Orientation via Workday Learning if you are a benefits-eligible employee. Select Open Learning and Select Offering to choose a session. Sessions are offered every Wednesday. Once complete, return to the checklist to complete the step and continue.

c. You can obtain an ASU Photo and ID card via Sun Devil Card Services by uploading a photo. Once complete, return to the checklist to complete the step and continue.


d. Obtain a temporary parking permit and purchase a permit from Parking and Transportation Services if needed. Once complete, return to the checklist to Complete Step and continue.

e. Download the ASU LiveSafe Mobile App. Once complete, return to the checklist to Complete Step and continue.

f. Enroll in Required Onboarding Trainings via Workday Learning. For each course, select Open Learning to start the course, then return to the checklist and select Complete Step

Training includes:

- EHS Annual Fire Safety and Prevention Training

- ASU Information Security Training ASU Your Duty to Report

- ASU Preventing Discrimination and Harassment or ASU Anti-Harassment Training
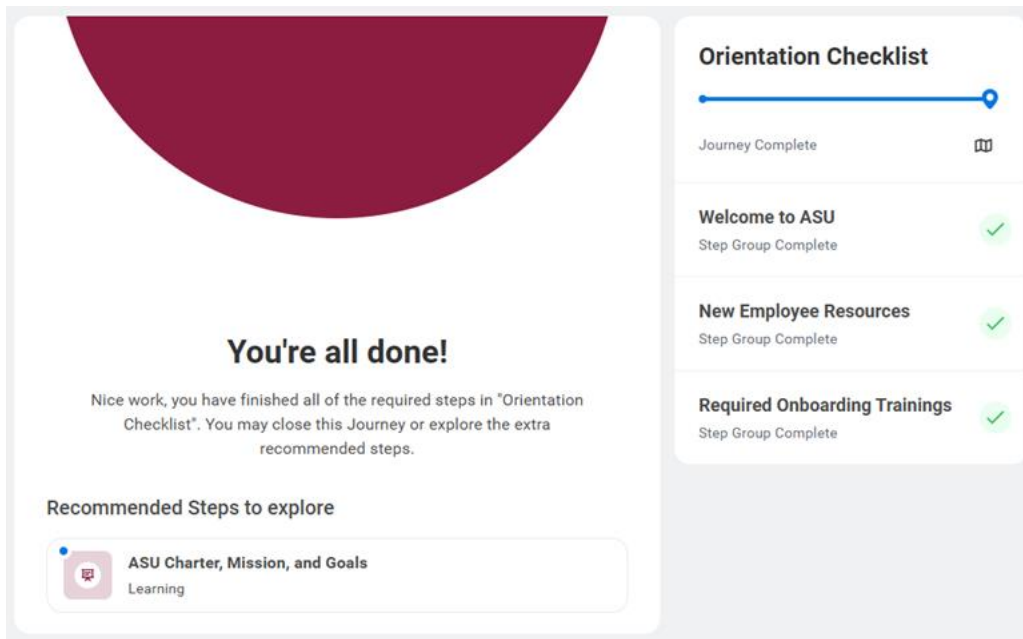
- Once all Orientation Checklist steps are complete, they can select ASU Charter, Mission, and Goals under Recommended Steps to Explore.

  - Select Open Learning and then Start Course. Then return to the checklist and select Complete Step.
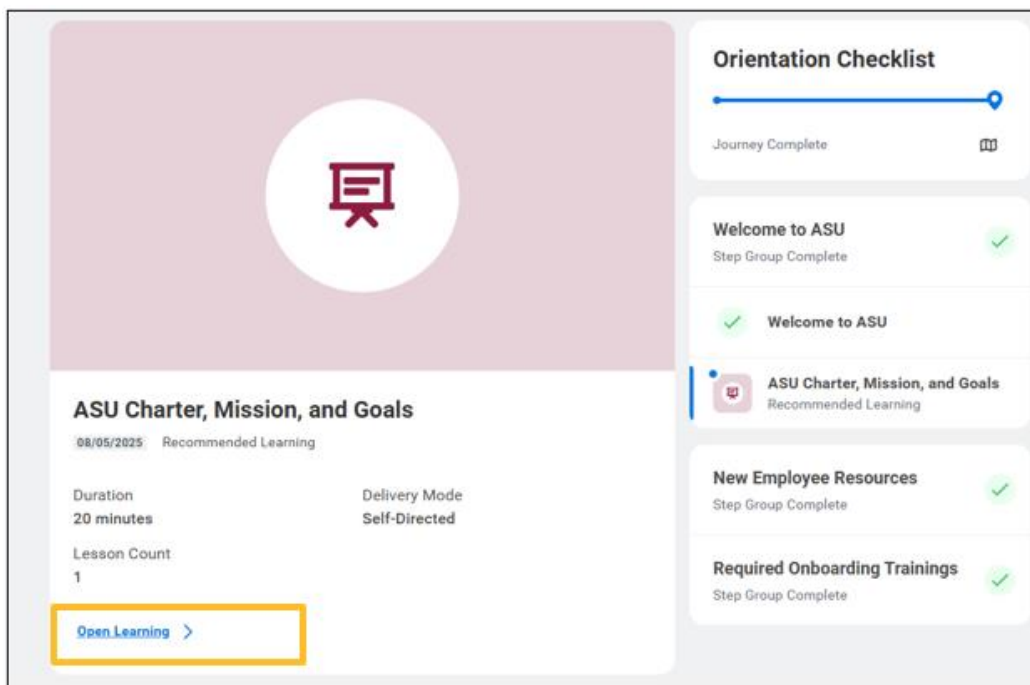
You have completed your **Orientation Checklist**, but this does not confirm that you have completed tasks, such as training. Managers should follow up with you to ensure all tasks are finished.

The Onboarding Checklist is now complete.

Confidential REQ

After the Primary Recruiter posts the job requisition, they must create a prospect and send you an email invitation to apply. You can only view the job posting and apply through the unique link provided in that invitation.