



FACS Staff Search & Hire Process Checklist
February 2022

I. Budgetary Approval for Position

(Questions? → Contact FACS Human Resources Coordinator or Financial Director)

- Department/Unit completes the FACS Request to Fill a Position Form for Temporary and Staff Positions** and obtains Department Head, Financial Director, and Dean's signatures: https://www.fcs.uga.edu/docs/FACS_Request_to_Fill_Form_Revised_1.27.2022.pdf
 - Department ensures that a copy of the signed, approved form is provided to the department office manager and department business manager.

II. Conduct Search

(Questions? → Contact FACS Human Resources Coordinator)

- Department appoints Search & Screening Committee** (Seek diverse representation on the committee. The supervisor cannot chair or serve on committee.)
- Prepare Position Description**
 - **Requirement:** Department uploads the signed Request to Fill a Position Form to the position description before it is submitted for review by the FACS Human Resources Coordinator in UGAJobs.
 - **Recommendation:** Departments can use FACS Staff Position Description Template (https://www.fcs.uga.edu/docs/UGAJobs_Fields_for_Staff_Position_Descriptions_FIN_AL.docx) to gather all the necessary information required by the UGAJobs system to create a position description.
 - **Job Posting EEO/AA Tagline** – The following language is automatically included in all staff job postings on the UGAJobs website: *“The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status.”* However, in FACS we promote the addition of this statement: *“The college welcomes applications and nominations of minorities and others who share our passion about and reflect our desire to support a culture of diversity and inclusion.”*
- Position Description Tips**
 - **Minimum Qualifications** are set by UGA Human Resources and cannot be edited.
 - **Preferred Qualifications** can be used to provide additional clarity for expectations of candidates at time of application.
 - Any experience listed as a qualification must be quantified, e.g. five years of office experience preferred.
- If the position will require furnishings or renovation of existing space**, as soon as the Request to Fill a Position is approved, work with Dean and FACS Facilities Manager to plan in advance for space needs.



- Department initiates New or Evaluate Position Description in UGAJobs**
 - The job cannot be posted until after the position description is approved.
 - An Evaluate Position Description is used to update the position description in UGAJobs when filling a current vacant position.
 - [UGAJobs Information & Resources provides links to Workflow Diagrams described here.](#)

- Department initiates Posting in UGAJobs**
 - **Requirement:** Departments must wait a minimum of 24 hours after the position description is approved to initiate the job posting. This timeframe is to allow for the PeopleSoft position number to be generated and the information to feed from UGAJobs to OneUSG Connect's Manager Self Service.
 - **Requirement:** All staff positions must be posted on the UGAJobs website for a minimum of 5 business days before the hiring proposal is initiated.
 - Central Human Resources will review and approve job posting.
 - [UGAJobs Information & Resources](#)

- Department Prepares and Places Outside Advertisements**
 - Departments can consider posting job advertisements in online venues like Indeed.com, advertising at local universities (e.g. University of North Georgia, Athens Technical College) and through listservs.

- Hiring authority in the department/unit or the FACS Human Resources Coordinator gives charge to search committee and delivers EOO/Affirmative Action Briefing**
 - This step is optional for staff hires but highly recommend to prepare the search committee members and assure EOO/Affirmative Action requirements are followed.

- Search Committee Screens Applicants** on the basis of the desired skills and abilities, as described in the job description.
 - **Recommendation:** The Search Committee should use the FACS Staff Job Applicant Dispositions Worksheet (https://www.fcs.uga.edu/docs/FACS_Staff_Job_Applicant_Dispositions_Revised_7.27.2021.xlsx) while reviewing applications and determining who will be interviewed. The completed worksheet is required to be provided to the Department Office Manager during the hire process (Section VI).

- Search Committee Identifies a Pool of Candidates** based on applicants' strengths and weaknesses.

- Interview Applicants**
 - Search Committee plans interview schedule and develops questions to be asked of all candidates during interviews.

- Check references**
 - Minimum of two search committee members together conduct telephone reference checks with individuals that wrote letters of reference. Other individuals are contacted only if the candidate approves contacting individuals beyond listed references.



Approval to offer position

- For positions paid off state funds, Department Head receives Dean's approval for selection of candidate to hire and salary. If applicable, Department Head receives Dean's approval for personal relocation/moving expenses and other terms of offer.
- For positions paid off grants, the supervisor receives Department Head's approval for salary. If applicable, supervisor receives Department Head's approval for personal relocation/moving expenses and other terms of offer.

III. Letter of Offer

(Questions? → Contact FACS Human Resources Coordinator)

Department Drafts Letter of Offer– Use language consistent with offer letter template from Central Human Resources: https://busfin.uga.edu/forms/Offer_Letter_Staff.pdf

- **Requirement:** Positions paid off grants must include the following language in the offer letter: *The continuation of employment is contingent on the availability of funds.*
- **Requirement:** Offers of employment for positions that are paid from grant funds must include the following language in the offer letter: *Per College of Family & Consumer Sciences policy, employees paid from grant funds are required to use all accumulated annual leave prior to the grants ending date to ensure the availability of funding. It is recommended that grant-funded employees may not carry over more than 5 working days of annual leave into the new fiscal year.*
(https://www.fcs.uga.edu/docs/Annual_Leave_For_Grant_Funded_Employees.pdf)

Collect Signatures on Offer Letter – all parties must approve and sign the offer letter before the applicant is moved into “Recommended for Hire” status in UGAJobs.

- Letter of offer is signed by supervisor and Department Head before it is provided to the candidate.

IV. Supervisor Should Determine if Candidate Needs Visa Sponsorship

(Questions? → Contact FACS Human Resources Coordinator)

- If visa sponsorship is required, the sponsoring department must **contact the Office of Global Engagement as soon as the job offer is accepted** by the international employee. At least six weeks will be needed to handle sponsorship requests. More information available at: <https://globalengagement.uga.edu/uga-departments>

V. Hiring Proposal in UGAJobs

(Questions? → See the [Staff Hiring Proposal Manual](#) or Contact FACS HR Coordinator)

In UGAJobs, Department enters reasons for not hiring any unsuccessful applicants.

Instructions at [Managing Applicants Resource Manual](#)

- Search Committee provides completed FACS Staff Job Applicant Dispositions Worksheet
(https://www.fcs.uga.edu/docs/FACS_Staff_Job_Applicant_Dispositions_7.30.2020_FINAL_.xlsx) to the Department's Office Manager. Department's Office Manager enters the required EOO information for each applicant into UGAJobs.



- Department Moves Candidate to “Recommended for Hire” in UGAJobs** – Follow instructions in [Managing Applicants Resource Manual](#).
- Department Initiates Hiring Proposal in UGAJobs & Uploads the Signed Offer Letter**
 - Department uploads the signed [Request for Salary Approval \(RSA\) Form](#) to the hiring proposal, if applicable.
 - FACS Human Resources Coordinator provides a copy of signed offer letter to the FACS Business Office & Department Business Manager.
- Department Submits Hiring Proposal to the Authorizer in UGAJobs.**
 - The Authorizer in UGAJobs is the FACS Human Resources Coordinator.
- Department checks with candidate** to ensure they have completed the electronic Background Investigation Consent Form.
 - After the hiring proposal is at the Central HR level in UGAJobs, the candidate will receive an email from the UGA background check vendor, Accurate, to complete the online Background Investigation Consent Form.
- A Background Investigation** will be completed by Central HR as part of the Hiring Proposal approval process. It must be completed prior to public announcement of new staff hire and prior to hire.
- Department Removes Job Advertisements Outside of UGAJobs**
 - After the background check has been approved, the department must remove the job posting from outlets outside of UGAJobs, e.g. the FACS website.

VI. Onboarding

(Questions? → Contact FACS Human Resources Coordinator)

- Hiring Proposal Receives Approval**
 - After the hiring proposal is approved, the FACS Human Resources Coordinator notifies the FACS Business & Finance Office, the Department Office Manager, and Department Business Manager that the individual has been approved.
- UGA Enterprise Information Technology Services (EITS) Generates 810/811 Number for New Employee**
 - After the hiring proposal is approved, the new employee’s 810/811 number will be generated by EITS in Identity Management System (IDM) - typically within 3 business days. This occurs between EITS and Central Human Resources; no action is needed from the College.
- FACS Human Resources Coordinator will request the UGA MyID from EITS.**
 - After the 810/811 number is generated in IDM, the UGA MyID will be requested by the FACS Human Resources Coordinator from EITS; processing time is typically 2 business days to obtain MyID after the request has been submitted to EITS.
 - Once the UGA MyID has been created by EITS, the new employee will receive an email from EITS with their MyID and UGA email information.



- All newly-hired staff must **complete required paperwork in the UGA Onboarding/orientation system**, including the I-9.
 - FACS Human Resources Coordinator will arrange and hold an Onboarding meeting with the new staff employee after the employee has completed the virtual Staff Orientation.

- FACS New Staff Employee Checklist must be completed within the first 30 days** (https://www.fcs.uga.edu/docs/FACS_New_Staff_Employee_Checklist_Updated_July_2021.pdf)
 - Once completed, FACS New Staff Employee Checklist must be signed by supervisor and employee. Signed checklists need to be sent to the FACS Human Resources Coordinator for the employee's personnel file.

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