



# Business and Finance Office

College of Family and Consumer Sciences

UNIVERSITY OF GEORGIA

## FACS Student Assistant Hire Process Checklist January 2023

### I. Budgetary Approval for Position

- Confirm Funding Availability**
  - Department must confirm funding is available for student position(s). Hourly pay should align with job duties as listed in the [FACS Student Assistant Pay Rate Structure](#).

### II. Conduct Search

- Prepare Position Description**
  - Requirement: Department submits position description request in UGAJobs. Minimal information is required for student position descriptions. Position request is submitted for review by the FACS Human Resources Coordinator in UGAJobs.
- 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. two years of office experience preferred.
- 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.
  - [University HR Document & Resource Library provides links to Workflow Diagrams & training guides](#)
- Department initiates Posting in UGAJobs**
  - Requirement: Departments must wait a minimum of 24 hours after a new 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 transition from UGAJobs to OneUSG Connect.
  - Student job postings can be direct hired through a targeted posting. There is no minimum posting time required for student job postings.
  - [University HR Document & Resource Library provides links to Workflow Diagrams & training guides](#)
- Interview Applicants**
  - Supervisor develops questions to be asked of all candidates during interviews and conducts interviews for all finalists.



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- Check references**
  - Supervisor conducts reference checks with individuals provided by candidate as references. Other individuals are contacted only if the candidate approves contacting individuals beyond listed references.
  
- Offer position**
  - Supervisor offers position to best qualified candidate and the hourly pay should align with the [FACS Student Assistant Pay Rate Structure](#).
  - Supervisor extends [student offer letter](#) with start date and hourly pay (recommended). Please include any limitations as to length of employment in offer letter.

### III. Hiring Proposal in UGAJobs

- In UGAJobs, Department enters reasons for not hiring any unsuccessful applicants.**  
Instructions at [Managing Applicants Resource Manual](#).
- Department Moves Candidate to “Recommended for Hire” in UGAJobs** – Follow instructions in [Managing Applicants Resource Manual](#).
- Department Initiates Hiring Proposal in UGAJobs**
- Department Submits Hiring Proposal to the Approver in UGAJobs.**
  - The Approver in UGAJobs is the FACS Human Resources Coordinator.
- Department checks with candidate** to ensure they have completed the electronic Background Investigation Consent Form, as applicable.
  - After the hiring proposal is at the University 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 University HR as part of the Hiring Proposal approval process based on whether position is considered a position of trust per [USG Policy](#).

### IV. Onboarding

- Hiring Proposal Receives Approval**
  - After the hiring proposal is approved, FACS Human Resources notifies the FACS Business & Finance Office, the Assistant to Department Head, and Department Business Manager that the individual has been approved.
- All newly-hired students must **complete required paperwork in the UGA [Onboarding system](#)**.
- I-9 **must** be completed at University HR Office on 215 S. Jackson St, Athens, GA 30602 **within 3 business days of their start date.**