CAES Staff Search & Hire Process Checklist

- **Budgetary Approval for Position** (required for all positions except for Student Workers)
  - [CAES Request To Fill Form](http://www.caes.uga.edu/unit/diversity/index.html) (have job description with duties/responsibilities ready)

- **Recruitment & Selection**
  - Adopt aggressive affirmative action steps for historically underrepresented candidates - See [A Message from the Dean](http://www.caes.uga.edu/unit/diversity/index.html)
  - Prepare & Submit iPAWS Action: [http://www.hr.uga.edu/post-a-uga-staff-position](http://www.hr.uga.edu/post-a-uga-staff-position)
    - Conduct interviews (use BRI - Behavioral Event Interview questions) and reference checks.
  - Choose candidate and draft a [Staff Offer Letter](http://www.hr.uga.edu/post-a-uga-staff-position) – choose based on [internal/external](http://www.hr.uga.edu/post-a-uga-staff-position) applicant type.
  - Make offer & receive signed Staff Offer Letter along with signed [Consent for Background Investigation form](http://www.hr.uga.edu/post-a-uga-staff-position)
  - Submit Hiring Proposal in iPAWS with signed Consent for Background Investigation form attached under Supplemental Documentation

**If the desired salary to offer a candidate is above the annual entry maximum (base+15%), a [Request for Salary Action](http://www.hr.uga.edu/post-a-uga-staff-position) must be completed and attached under Supplemental Documentation**

- Await “All Approvals Obtained” email from UGA HR
- Designate position as ‘Filled’ in iPAWS

- **Fiscal Action**
  - Submit [Personnel Action](http://www.hr.uga.edu/post-a-uga-staff-position) (employee will receive Onboarding email invitation once the personnel action is completely processed and approved)

- **Onboarding & Orientation**
  - Complete I-9 online using Onboarding System email – Reference [User Guide](http://www.hr.uga.edu/uga-onboarding-system)
  - UGA Onboarding System: [http://www.hr.uga.edu/uga-onboarding-system](http://www.hr.uga.edu/uga-onboarding-system)
  - UGA’s Hiring Department Checklist: [http://www.hr.uga.edu/hiring-department-checklist](http://www.hr.uga.edu/hiring-department-checklist)
  - Self Service website for employees: [https://employee.uga.edu/FacStaff/index.jsp](https://employee.uga.edu/FacStaff/index.jsp)
  - For benefits-eligible employees: [http://www.hr.uga.edu/benefits](http://www.hr.uga.edu/benefits)

- **Ongoing Supervisor Resources**: [http://www.hr.uga.edu/supervisor-resources](http://www.hr.uga.edu/supervisor-resources)
  - Training & Development: [http://www.hr.uga.edu/training](http://www.hr.uga.edu/training)
  - Employee Career Development: [http://www.hr.uga.edu/career](http://www.hr.uga.edu/career)
  - Performance Assessment: [http://www.policies.uga.edu/FA/nodes/view/1142/Performance-Assessment-of-Staff-Employees](http://www.policies.uga.edu/FA/nodes/view/1142/Performance-Assessment-of-Staff-Employees)

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