**Emergency Hire Unit Check List**

**Step 1: Submit Justification:**

* For emergency staff hires: Lindsey Van Note (lvn@uga.edu )
* For emergency faculty hires: Sarah Covert (covert@uga.edu)
* The dean’s/VP’s justification email should explain why the hire needs to happen before January 31, 2019 and why it is not possible to cover these responsibilities temporarily with existing staff or faculty. Please refer to the reasons for emergency hires.

**Step 2: Secure Position Funding**

* Work with the necessary financial office; Fiscal Affairs and or Budget Office to secure funding necessary for hire.

**Step 3: Complete Hiring Proposal:**

* Create a single pdf document containing the following items and upload them to the emergency hiring proposal summary:
* A signed copy of the **emergency hire signature form**.
* All **required hiring documents**. Required supporting documents for a faculty hiring proposal are listed on page 5 in the [annual faculty appointment memo](https://provost.uga.edu/_resources/documents/new-faculty-appt-memo_August2018LiaisonUpdates.pdf).
* Send Candidate Background Request form and Voluntary Information form

**Step 4: Central Administration**

* HR/OFA will review the emergency hiring proposal for completeness and accuracy, carry out the background investigation, and submit all documentation to the correct authority for final approval.
* Upon approval, HR/OFA will send a copy of the final signature page to:
	+ The hiring unit to signal approval of the hire; and
	+ The UGA Identity Management System to create the employee’s UGA MyID.
* On December 16, HR/OFA will manually upload a copy of the hiring proposal to UGAJobs as a direct hire. After this date, EOO will work with the hiring unit to disposition applicants in the applicant portal (if applicable).

**Post –Go Live**

* As a part of the Emergency Hire process. Central Human Resources will upload the necessary information into UGAJobs and OneUSG Connect HCM. Please work directly with the Central HR regarding any changes to the hire information that may have taken place during the lockout.