

**Practitioner & Department Resource – New Employee Hiring Checklist for Non-Faculty**

Legal Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 MyID: \_\_\_\_\_ 81#: \_\_\_\_\_

Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start date changed? Y/N  
 Department: \_\_\_\_\_  
 EMPL ID: \_\_\_\_\_

\*For Faculty Hiring & Appointments, please select the following link: <https://provost.uga.edu/faculty-affairs/faculty-appointments/>

**Position Description & Job Posting (Non-Faculty)**

- Determine the type of hire:
  - Staff
  - Graduate/Research/Student/Temp (GRST)
    - o Graduate Assistants
    - o Post-Doctoral
    - o Student Assistants
    - o Temporary
- Critical Hire needed/submitted?
  - Yes  No
- Create new position or update/vacate position in UGAJobs
- Submit position action to Central HR for approval
- Create a posting from an approved position description
- Direct hire?
  - Yes (GRST) **OR**  No (Staff)
- Identify & charge Search Committee
- Post position in UGAJobs
- Identify new hire & move applicants through the workflow in UGAJobs

*Note: This checklist is intended to be a general guide. Departments may supplement with unit-specific requirements or other items.*

**Candidate Hiring Process**

- Offer letter extended & signed
- Initiate Hiring Proposal & submit to Central HR
- Send candidate *Recommended for Hire; Early Background Investigation* (BI) email template
- Verify candidate signed & submitted BI; and BI is processing
- Verify BI complete

**Candidate Hired**

- Verify HP is at All Approvals Obtained
- Create internal dept. personnel file
- Determine if MyID ticket required
  - Yes  No
- Add to appropriate Listserv(s)
- Onboarding packet completion
- Form I-9 completion (within 3 days of start date) – Partner with University HR
- Ethics Training (PEP)
- Benefits Information
- Retirement Information
- New Employee Services Form
- UGAAlert
- Cybersecurity Training (if valid time of year)

**Candidate Begins Employment**

*\*Remind employee they cannot login to OneUSG Connect until their **start date**.*

*\*Dept. cannot view employee job data until **start date** or use Future Dated Query.*

- First Day Schedule
- Share New Employee checklist
- Building Access / Key / UGA OneCard
- Assign T&A Approver in OneUSG
- Verify correct position funding in OneUSG
- Sign up for and attend New Staff Orientation (if applicable)

*Additional:*

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