



UNIVERSITY OF
GEORGIA
Human Resources

UGAJobs Direct Hire Resource Manual

**Grad/Research/Temp/Student
Position Types**

Revised 12.13.2018

Direct Hire Resource Manual

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Getting Started: Direct Hire

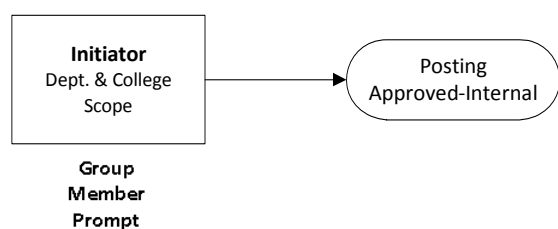
UGAJobs provides a streamlined process for Direct Hire approvals through the UGAJobs system. This functionality can be used for a variety of position types including: Graduate Students, Post Docs, Student Workers, Federal Work Study Students, and other position types that allow hiring without a search. An *internal position link* will be populated specific to your position. **This means no search will be conducted and the position will not be posted externally.**

Examples Include:

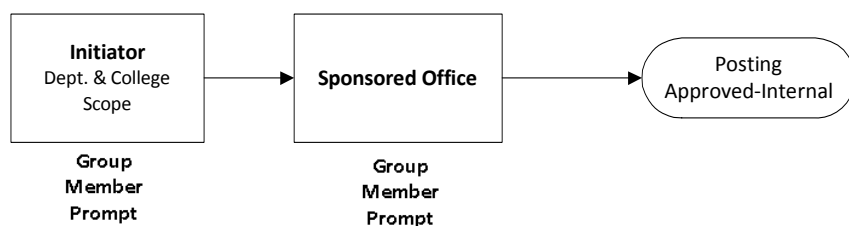
- Graduate Students
- Student Workers
- Interns/Externs
- Post Docs

Direct Hire Workflow: Creating an Internal Position

The steps for submitting your Direct Hire are determined by what type of Posting you are creating. Please note, if the correct workflow is not followed for a Posting, any Hiring Proposals created off the Posting will be returned to the Initiator.



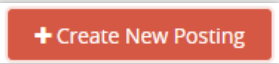
***Graduate students and/or Post Docs that have a teaching component will need to move their request to Sponsored Office.**



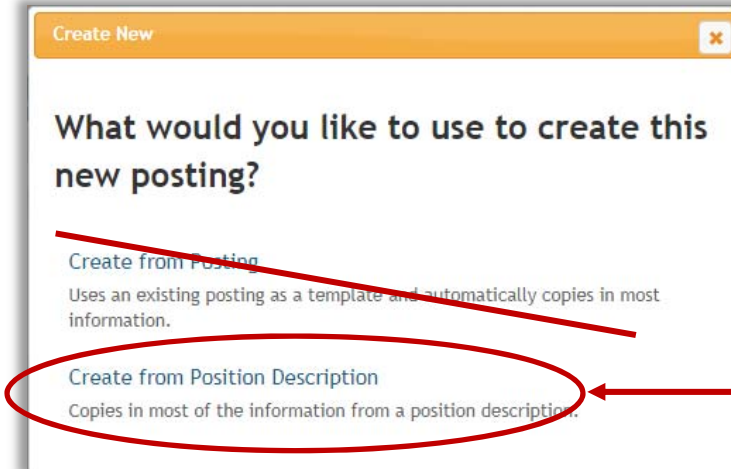
****Sponsored Office** is used depending on the action and position type being utilized. The Sponsored Office can represent a variety of units outside of a home department, such as Graduate School, Office of Postdoctoral Affairs, and/or Public Service and Outreach.

NOTE: Because the Direct Hire process allows a department to hire a specific candidate rather than selecting from a pool of applicants, the posting will not have the option to add supplemental questions or search committee members.

Creating a Direct Hire Posting

Once you login, hover over Postings, select **Grad/Research/Student/Temp**. On the right hand side of the Postings screen, Click on 

Once you select **Create New Posting**, the below box will appear:

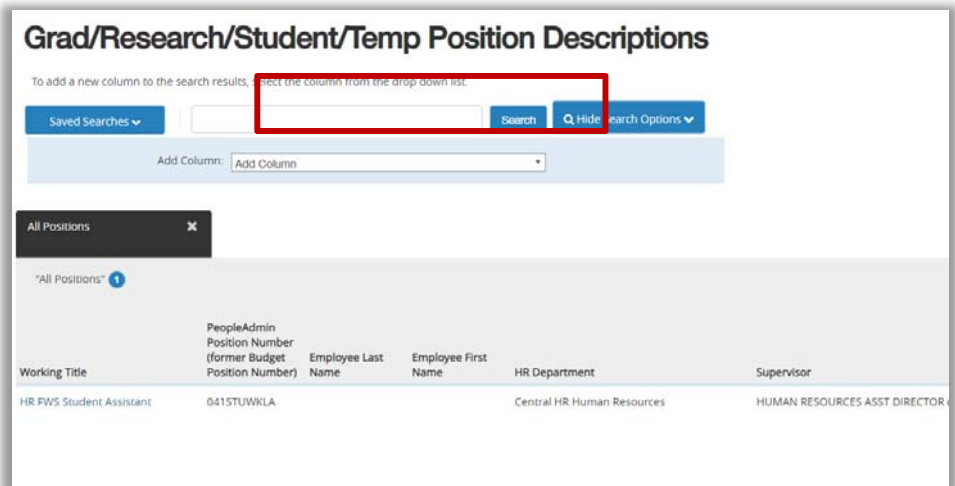


Two options are available when creating a new posting; however, you must only use the following option:

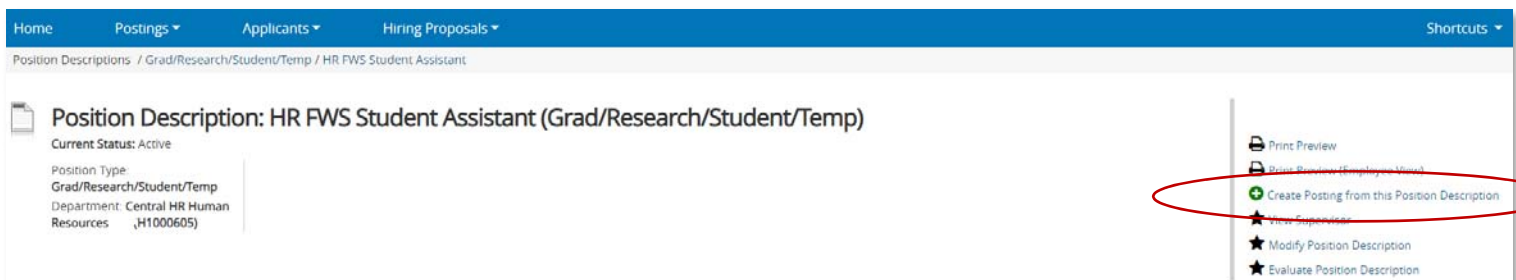
*Create from Position Description: Copies general information from a specific Position Description.

The following instructs how to create from **Position Description**:

After selecting **Create from Position Description**, the **Position Descriptions** screen will appear and allows you to search through specific **Position Descriptions** using the search bar at the top.



Once you select the desired Position Description, click on **Create Posting from this Position Description**.



Once you select **Create Posting from this Position Description**, the New Posting screen will appear. The *Working Title* will default from the approved *Position Description*. After you complete this page, select **Create New Posting**.

Make sure the **Accept online applications** box is checked.
This feature will be checked by default, but it never hurts to confirm.

The screenshot shows the 'New Posting' form with the following details:

- Required Information:** Working Title * (Dean of Students)
- Organizational Unit:** Major Unit * (VP FOR STUDENT AFFAIRS), Division * (VP FOR STUDENT AFFAIRS UNITS), Department * (DEAN OF STUDENTS)
- Online Applications:** ☒ Accept online applications?; Special offline application instructions (empty text area)
- Supporting Documents:** ☒ Allow supporting documents to be uploaded to applications?
- Buttons:** 'Create New Posting' (circled in red) and 'Cancel' (top right and bottom right)

Annotations include a red box at the top with instructions about the 'Accept online applications' checkbox, a red box on the right with instructions about selecting the correct Major Unit, Division, and Department, and a red box at the bottom with instructions about the 'Supporting Documents' feature. Arrows point from the top-left and bottom-left text blocks to the 'Accept online applications' and 'Supporting Documents' checkboxes, respectively.

The **Supporting Documents** feature in UGAJobs is designed to allow approved user groups the ability to attach documents (i.e. resume or cover letter) to individual job applications within a posting.

The **Supporting Documents** feature must be enabled on each individual job posting. *This feature is not turned on by default.* Selecting the box under the **Supporting Documents** heading allows supporting documents to be uploaded to applications.

Posting Details Tab

The **Posting Details** screen is below. This section allows you to complete the position and posting details. **Any box in red is a required field.** The **Posting Details** form includes all of the pertinent details for the posting. Fill out the information on this page to match the requirements for the position you are posting.

Any fields that cannot be edited means the information will be auto filled from the Position Description. It cannot be edited in a Posting. Always verify if it's correct. If it is not, the Position Description associated with the Posting will need to be updated first.

Special Instructions to Applicants	
Pass Message	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
Fail Message	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
* Location of Vacancy	Athens Area
* EEO Statement	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.

[Save](#)
[<< Prev](#)
[Next >>](#)

Throughout the posting process, if needed, you can move from screen to screen using the page links located on the left sidebar. Be sure to click on the **Save** button if you choose to utilize this feature.

NOTE: When filling out the Posting Details page, for Applicant Manager, you will need to add yourself to the box as well. Central HR recommends adding at least two people as Applicant Manager.

Position Details

The **Position Details** tab provides you with information pertaining to the position such as OneUSG Connect Job Code & Title (formerly Classification Code & Title) information and Duties & Responsibilities. You also have the opportunity to give information about preferred qualifications and physical demands.

Note: If you need to change the OneUSG Connect Job Code/Title information or Duties & Responsibilities for this position, you will need to submit a **Modify or Evaluate** in the **Position** module.

Editing Posting

- Posting Details
- Position Details**
- Department Information
- Posting Documents
- Posting Specific Quest.
- Applicant Documents
- Summary

Save << Prev Next >>

Check spelling
Required Information
Position Details
Classification Title Student Assistant (NIE)
Classification Code 900100
EEO Code
FLSA
USA Job Code
Job Family
Budget Position Number 0415TUWJLA
Minimum Qualifications
Position Summary Provides administrative support for the Office of Human Resources. Intern will perform clerical duties, up to an including data entry, filing, and answering and transferring calls. Intern should be able to project a positive attitude to all employees and visitors.
Relevant Knowledge, Skills, Abilities and/or Competencies
Knowledge, Skills, Abilities and/or Competencies
Physical Demands
Is driving a requirement of this position? No
Does this position have financial responsibility? No
The operation, access or control of financial resources (e.g. P-Card, handling of checks or cash, or budget authority in making significant financial decisions.

Save Next >>

Departmental Information

The next screen allows you to enter your departmental contact information. This information is not available to applicants, and will only be used internally by other users in the posting workflow.

The screenshot shows the 'Department Information' form. On the left is a sidebar with navigation links: 'Editing Posting', 'Posting Details', 'Position Details', 'Department Information' (highlighted), 'Posting Documents', 'Posting Specific Quest...', 'Applicant Documents', and 'Summary'. The main form area has a title 'Department Information' and buttons for 'Save', '<< Prev', and 'Next >>'. Below the title is a 'Check spelling' link and a note: 'The contact below should include the person(s) who are able to answer questions from designated workflow users. (i.e.: Business Manager, Administrative Professional, etc.). This section will not be published on the iPAWS Applicant Portal and will only be used for internal purposes.' A red asterisk indicates 'Required Information'. The form fields are: 'Contact(s)' (required), 'Contact(s) Title', 'Contact(s) Phone/Extension' (required), 'Contact(s) Email' (required), and 'Contact(s) Fax'. Each required field has a red border and the text 'This field is required.' below it. To the right of the form is a red-bordered box with the text: 'Contact should be the unit's designated individual who will be able to answer questions from workflow users.' At the bottom right are buttons for 'Save', '<< Prev', and 'Next >>'.

Posting Documents

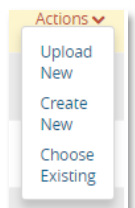
The following page allows you to upload any internal documents pertinent to the posting of this position. The documents will **not** be seen by applicants, only those in the posting workflow with access to the position and the search committee members.

The screenshot shows the 'Posting Documents' page. The breadcrumb trail at the top is 'Postings / Grad/Research/Student/Temp / HR FWS Student Assistant (Draft) / Edit: Posting Documents'. The left sidebar is identical to the previous screenshot, with 'Posting Documents' highlighted. The main content area has a title 'Posting Documents' and buttons for 'Save', '<< Prev', and 'Next >>'. Below the title is a paragraph: 'Posting Documents serve as internal documents and are not seen by applicants. You may download the documents electronically and attach to document slots on this page.' This is followed by two lines of text: 'To ensure that the advertising/job posting process is compliant with Department of Labor Requirements pertaining to the permanent residency sponsorship process for international hires, click here. Specific advertisement guidelines can be found here.' and 'PDF conversion must be completed for the document to be valid when applicable.' Below this is a table with columns: 'Document Type', 'Name', 'Status', and '(Actions)'. The table contains 10 rows: 'Long Advertisement', 'Short Advertisement', and eight 'Recruitment Materials' rows (#1 through #8, and #9). Each row has an 'Actions' link with a dropdown arrow. To the right of the table is a red-bordered box with the text: 'The system will allow you to upload a new document, create a document within the system, or choose an existing document you have used for a previous posting.' Below this box is a list of options: 'Create New', 'Choose Existing', and 'Upload New'. To the right of the list is a small screenshot of the 'Actions' dropdown menu, showing the options: 'Upload New', 'Create New', 'Choose Existing', and 'Upload New'.

The system will allow you to upload a new document, create a document within the system, or choose an existing document you have used for a previous posting.

Select **Actions** and choose from the options provided:

- Create New
- Choose Existing
- Upload New



By selecting the option, **Upload New**, you will be taken to the below screen.

Postings / Grad/Research/Student/Temp / HR FWS Student Assistant ☆

Upload a Long Advertisement

To upload your document, provide a name and description of the document. To choose a file to upload, click the **Choose File** button and select the file from your computer. When you are ready to submit your document, click the **Submit** button.

Name

Description

File to upload No file chosen

[Write Long Advertisement](#)

****Provide a name and description of the document, allowing other designated users the ability to view uploaded documents (i.e.: search committee)**

Once a file is chosen to upload, and you are ready to submit your document, click the **Submit** button. You will then be taken back to the **Posting Documents** main screen (see above).

The system will convert all documents into PDF's. All PDF conversions must be completed for the document to be valid when applicable. The document will transform into a *hyperlink* when the conversion is complete. You can also view the *status* of the conversion to determine if the upload was successful.

Posting Specific Questions

Once you have uploaded all relevant documents and select **Next**, you will be given the opportunity to assign questions to the posting. Adding questions to your posting will allow for specific areas of a candidate's background to be explored, ask questions regarding qualifications, of use to qualify candidates based on the position requirements.

Postings / Grad/Research/Student/Temp / HR FWS Student Assistant (Draft) / Edit: Posting Specific Questions

Editing Posting

- Posting Details
- Position Details
- Department Information
- Posting Documents
- Posting Specific Questions**
- Applicant Documents
- Summary

Posting Specific Questions

To Add New Posting Specific Question: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

To Add an Existing Posting Specific Question: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

To Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Specific Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

Position	Required	Category	Question	Status
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If you elect to include a question for Applicants, select **Add a question**.

You will be provided with a list of pre-approved supplemental questions to choose from.

The system includes over 100 EEO and Central HR-approved supplemental questions to choose from.

Add a Question

Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?
<input type="checkbox"/>	Education	Do you have a bachelor's degree?
<input type="checkbox"/>	Experience	How many years of experience do you have in this type of position?
<input type="checkbox"/>	Education	Do you have a masters degree?
<input type="checkbox"/>	Education	Will you have a Ph.D. in hand by the date of appointment or an advanced ABD by the date of the appointment?
<input type="checkbox"/>	Uncategorized	Are you available to work weekends?
<input type="checkbox"/>	Experience	How many years of Administrative support experience do you have?
<input type="checkbox"/>	Experience	What is your Philosophy for serving students?
<input type="checkbox"/>	Experience	Please select your primary discipline of research and instruction.
<input type="checkbox"/>	Experience	Please select your secondary discipline of research and instruction.
<input type="checkbox"/>	Experience	Please list your primary and secondary engineering skills.
<input type="checkbox"/>	Experience	How many years of experience do you have working in an office environment?
<input type="checkbox"/>	Experience	How many staff/interns/students have you supervised in past positions you have held?
<input type="checkbox"/>	Experience	Do you have experience working in residence life or student judicial affairs?
<input type="checkbox"/>	Experience	What have you done to improve your audit knowledge in the past year?

Displaying 1 - 15 of 400 in total
← Previous | Next →

Can't find the one you want? [Add a new one](#)

You can browse by category or search by keyword. Once you have found the question(s) you would like added, click the **Add** box and press **Submit**.

If you cannot find what you are looking for, select **Add a new one** to create a new question.

Questions you create will be defined as “PENDING” until Central HR has the opportunity to review your request.

Add a Question

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Category Please select a category

Question *

Note: There is a 10,000 character limit for supplemental questions or answers.

Possible Answers

☒ Open Ended Answers

☐ Predefined Answers

Submit Cancel

Enter a Name for your question, select the appropriate category, and type in the question you would like added.

Select if the question will have an open-ended answer, or if you would like to provide predefined answers.

If you select **Predefined Answers** these boxes will appear:

Type in your answers in the fields provided. New boxes will automatically appear as you begin typing.

NOTE: The system will automatically generate a **"No Response"** answer once approved and posted.

Empty answers will be excluded.
Click and drag possible answers to reorder them.

Possible Answer 1: less than 5 years

Possible Answer 2: 5-10 years

Possible Answer 3: more than 10 years

Possible Answer 4:

Possible Answer 5:

NOTE: All new questions must be approved by EOO or Central HR before they appear on posting. EOO/Central HR will have the opportunity to review questions in the UGAJobs system. When status changes from **pending** to **active**, question(s) have been approved and will appear on posting. Once a question has been approved it will be saved and made available for future postings.

Once that is complete you will see a summary of all questions selected. In this screen you can select whether or not the question will be required and assign points to the answers – if using questions with **Predefined Answers**.

Add a question				
Included Supplemental Questions				
Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active
2	<input type="checkbox"/>	Education	Do you have a bachelor's degree?	active
3	<input type="checkbox"/>	Education	What is the highest level of education attained?	active

Save << Prev Next >>

Click on the **Required** box to require applicants to answer questions. A check mark will appear for required questions.

Included Supplemental Questions				
Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active
2	<input checked="" type="checkbox"/>	Education	Do you have a bachelor's degree?	active
Possible Answers: Predefined Options				
			Answer	Points Disqualifying
			1. Yes	100.0 <input type="checkbox"/>
			2. No	<input type="text"/> <input checked="" type="checkbox"/>
3	<input type="checkbox"/>	Education	What is the highest level of education attained?	active

To assign *Points* or *Disqualifying Responses*: Click on the question for a drop-down menu to appear.

Questions you create will be defined as “PENDING” until Central HR has the opportunity to review your request.

Assign the appropriate points and disqualifying responses before clicking **Next** to save and proceed with the posting.

Applicant Documents

On this screen you will determine which documents an applicant needs to include in their application. Documents can be **Optional** or **Required**. If you select **Required**, applicants will not be able to submit their application until document is uploaded. You can “drag and drop” the document types to re-order after making your selections. To continue, click **Next**.

The UGAJobs system is capable of handling very large documents. (System Maximum is 10MB)

Postings / Grad/Research/Student/Temp / HR FWS Student Assistant (Draft) / Edit: Applicant Documents

Editing Posting
☒ Posting Details
☒ Position Details
☐ Department Information
☒ Posting Documents
☒ Posting Specific Quest...
☒ **Applicant Documents**
☐ Summary

Applicant Documents

Save << Prev Next >>

This section allows you to determine which documents you want your applicants to attach, in addition to their application. The most common attachments are Resume/CV and a Cover Letter. If a document should be optional, select Optional. If a document is required, select Required. NOTE: If you choose to make an applicant document required, the selected document must be attached in order for the candidate to complete the application process.

Order	Name	Not Used	Optional	Required
1	Resume/CV	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Media Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Writing Sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Sample Publications	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Unofficial Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Other Documents #1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Other Documents #2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Certification	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	List of References with Contact I...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Teaching Portfolio/Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

NOTE: If a **Media Portfolio** will be requested, please note that the applicant can share a URL or upload a document in those spaces.

Summary Tab

The **Summary Tab** will display Current Status, Position Type, Department, Creator, and Owner of your posting. Be sure to review all details of your internal position before creating your internal posting link.

Please review all details of your posting. If any changes need to be made you can select **Edit** by that section. In the right hand corner you can select **See how Posting looks to Applicant** if you would like to see what your applicants will be able to view.

Posting: Testing 12.12.18 (Grad/Research/Student/Temp)
[Edit](#)

Take Action On Posting ▼

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

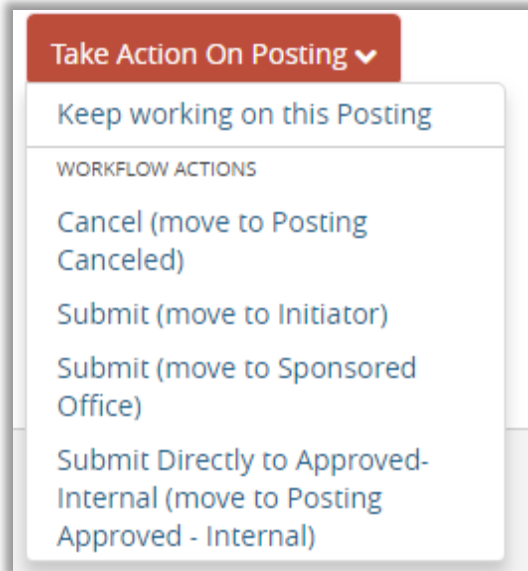
Current Status: Draft

Position Type:
Grad/Research/Student/Temp
Department: D.A.R. College Relations (H1000409)

Created by: Shykeena Blanton
Owner: Shykeena Blanton

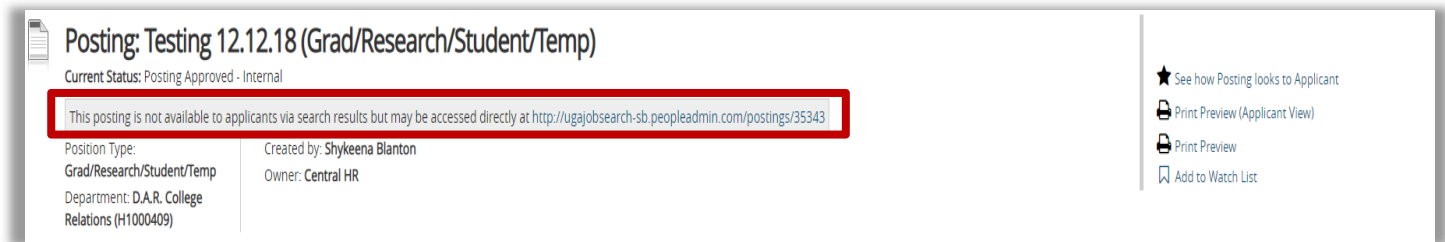
NOTE: When a posting's current status is in a **Draft** state, it means the posting has been started, but not completed. Only the individual who created the posting can edit or transition the position to the next step in the workflow.

To create your approved internal position link, hover over the orange **Take Action on Posting** button and select one of the following:



- **Submit (move to Initiator)** for another initiator in your department to review the Direct Hire request.
- **Submit (move to Sponsored Office)** is used for a variety of units outside of their home office. For example, Graduate Students or PostDocs who have a teaching component would need to move their request to Sponsored Office.
- **Submit Directly to Approved-Internal (move to Posting Approved-Internal)** in order to directly generate the Internal posting link. You should only select this option if you are sure your Direct Hire request does not need a second level approval.

Once the position has been placed in the status of **Approved for Internal (move to Approved – Internal)**, a hyperlink will be created for the position. **This means no competitive search will be conducted and the position will not be posted on the applicant portal (ie: externally).**



You will need to email the *generated internal posting* link to the designated individual who will be filling your position. This gives the individual the ability to submit their application and documents for the position in the UGAJobs system.

Closing out your Direct Hire

Once the selected individual's application has been submitted in the UGAJobs System, the Applicant Manager should move the applicant through the applicant workflow to **Recommended for Hire**. The Initiator can then initiate a Hiring Proposal and upload the appropriate **Grad/Research/Student/Temp** Documents.

The Hiring Proposal should follow the appropriate workflow for your unit. Once you have completed the Direct Hire process, you will need to designate your position as **Filled**.