UGAJobs Direct Hire Resource Manual

Grad/Research/Temp/Student Position Types

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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.

*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 [Create New Posting]

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.*

Be sure to choose the correct **Major Unit**, **Division**, and **Department**, *if applicable*. You can do this by selecting the drop-down arrow by each box.

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.

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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.
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.
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.

Contact should be the unit’s designated individual who will be able to answer questions from workflow users.

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 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.

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.

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 EOO and Central HR-approved supplemental questions to choose from.

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.
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.

**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.

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

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

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)
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.

**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**.