Manual: Direct Hire
Manager/Supervisor
Getting Started

FacultyJobs provides a streamlined process for direct-hire approvals and appointments through the system. This functionality can be used for a variety of faculty appointments including: Adjuncts, Part-Time, Limited-Term, Interim Administrative Positions, Spousal Hires and other special circumstances that allow appointment 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.

If you believe exceptional circumstances justify faculty hire without a search, contact the UGA Equal Opportunity Office (EOO). Written approval from EOO must be received prior to offer of employment if no search is conducted. Refer to the EOO/Affirmative Action Guidelines for a list of approved exceptions to the search requirement and obtain written approval from EOO to hire without a search if exception is on the list: [https://eoo.uga.edu/search_committee_guidelines](https://eoo.uga.edu/search_committee_guidelines). Additional EOO information can be found in the Faculty Appointment Status Categories graph (page 2): [http://provost.uga.edu/documents/Faculty_Ranks_and_Appt_Status_Categories.pdf](http://provost.uga.edu/documents/Faculty_Ranks_and_Appt_Status_Categories.pdf)

Direct Hire Workflow: Creating an Internal Position

Before starting the Direct Hire process, you should have written approval from EOO to hire without a search for appointments that require EOO approval. Adjunct (non-paid) faculty appointments do not require EOO approval.

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

On the Home Page, you will select Create New Direct Hire Posting from the Shortcuts box.

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

Two options are available when creating a new posting:

Create from Classification: Copies general information from a specific Faculty Rank or classification. *This option will be used most often.

Create from Posting: As you begin to create more postings over time, a library housing your postings will be automatically built, and you will be able to use this option to create a posting from a previous position. It will copy in most information needed for the posting but allow for updates and edits.

The following instructs how to create from Classification.

After selecting Create from Classification, the below screen will appear and allow you to search through the specific Direct Hire classifications using the search bar at the top.

Once you select the desired classification, choose Create Posting from this Classification.
Once you select **Create Posting from this Classification**, the below screen will appear. The **Official Title** will default from the approved **Position Description**. Once 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 on the drop down arrow by each box.

The **Supporting Documents** feature in FacultyJobs is designed to allow approved user groups the ability to attach additional documents to individual job applications within a posting. **The applicant will NOT have the ability to view these documents**, only internal users.

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.

From this point, you will follow the standardized steps for creating a posting regarding Posting Details, Departmental Information, etc. Please visit the following website to find complete User Manual for *How to Create a Posting in FacultyJobs@UGA*: [http://www.hr.uga.edu/manuals-guides-training](http://www.hr.uga.edu/manuals-guides-training)

Once you have entered the required information, you will reach the **Summary Tab**.
Direct Hire Internal Position 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.

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 Approved for Internal (move to Approved – Internal).

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 search will be conducted and the position will not be posted 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 the FacultyJobs@UGA system.

Once the selected individual’s application has been submitted in the FacultyJobs System, you may proceed with starting a hiring proposal just like you would for a regular faculty position.
Closing out your Direct Hire

Now that the designated individual’s application has been submitted, you can initiate a Hiring Proposal. Follow the normal process for creating a Hiring Proposal and upload appropriate Faculty Appointment Documents, including a copy of EOO approval, as applicable.

The Hiring Proposal should follow the appropriate workflow for your unit.

http://www.hr.uga.edu/manuals-guides-training
Direct Hire Workflow: Hiring Proposal Approval

The Direct Hire Hiring Proposal workflow differs slightly depending on the type of faculty appointment status category. After Vice Provost/Provost approval, Hiring Proposals will return to Office of Faculty Affairs to either be closed or sent to EOO for collection of demographic information and then closed.

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