



UNIVERSITY OF
GEORGIA
Human Resources

UGAJobs Direct Hire Resource Manual

**Faculty PT/LT/ADJ
Position Types**

Revised 12.16.2018

Faculty PT/LT/ADJ Posting Resource Manual

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Getting Started

UGAJobs 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: Adjunct, Part-Time, and Limited-Term that allow appointment without a competitive search. An *internal position link* will be created 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 a 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. Additional EOO information can be found in the Faculty Appointment Status Categories graph (page 2):

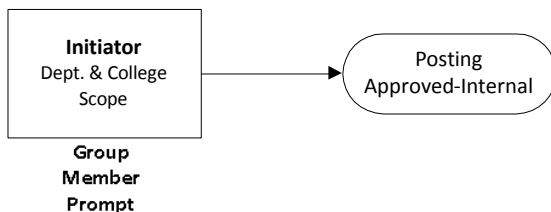
https://provost.uga.edu/resources/documents/Faculty_Ranks_and_Appt_Status_Categories-8.pdf

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

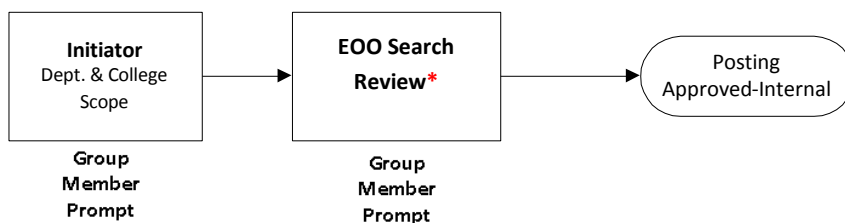
Please note: If you have a need to conduct a competitive search for a part-time, limited-term or adjunct position, please contact UGA HR Faculty Support for assistance.

Direct Hire Workflow: Creating an Internal Position

The steps to 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.



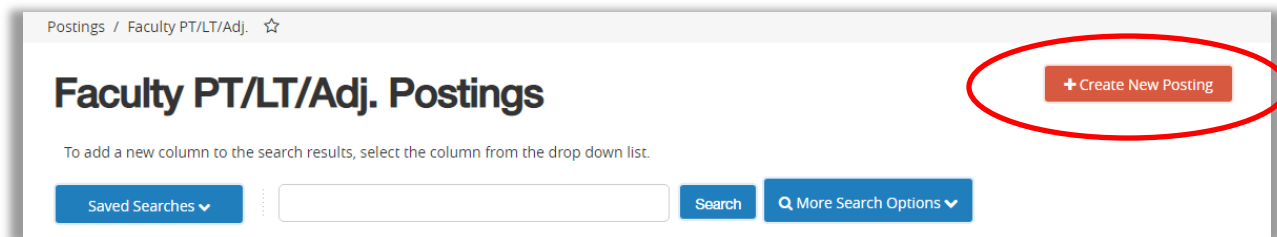
Adjuncts and postings with prior EOO approval should use this workflow



****The EOO Search Review workflow stop will be implemented in the future and will replace the offline email request for search exception process. Additional information will be provided when this workflow is implemented.***

Creating a Direct Hire Posting

On the Home Page, hover over **Postings** and select **Faculty PT/LT/Adj.** On the right hand side of the Postings screen, click on **Create New Posting**.

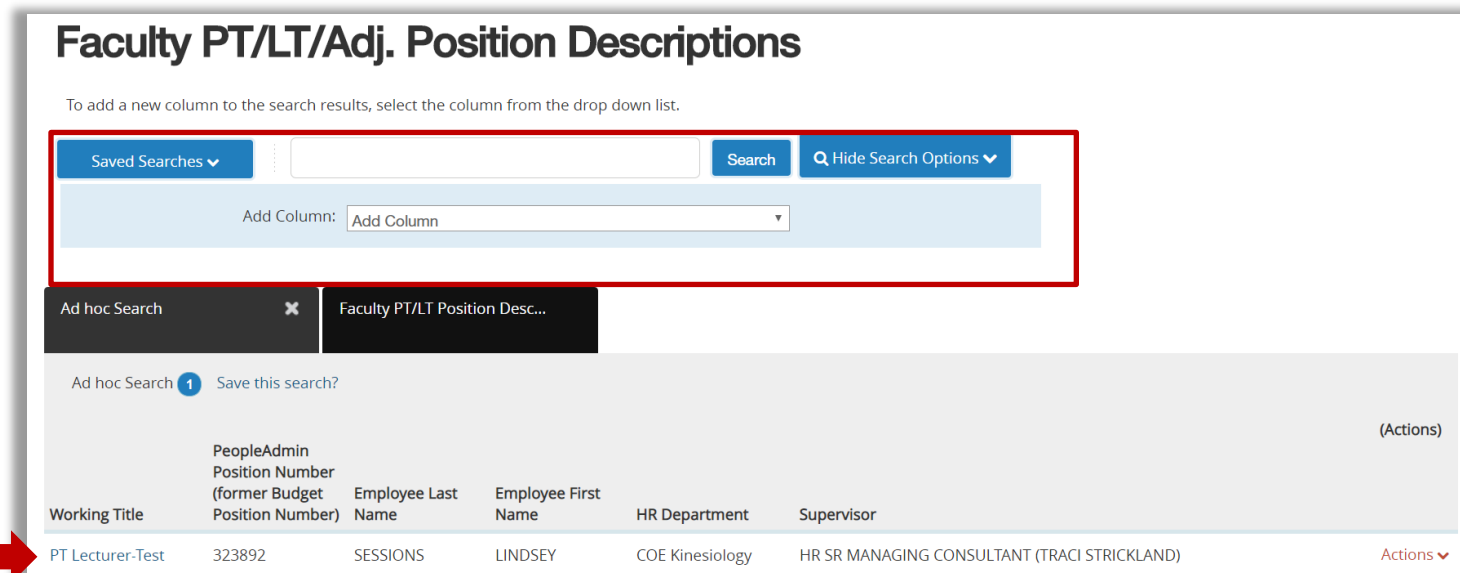


Once you select Create New Posting, the below box will appear:

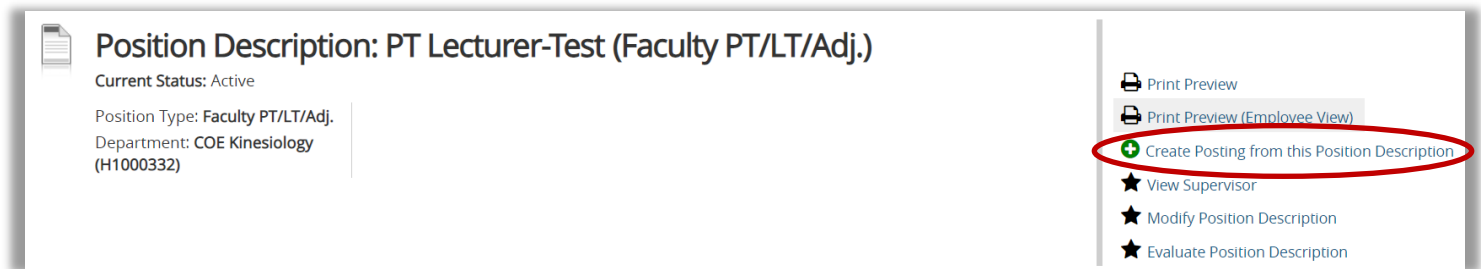


Select **Create from Position Description**: Copies general information from a specific Position Description.

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



Select the desired Position Description by clicking on the Working Title, then choose **Create Posting from this Position Description**.



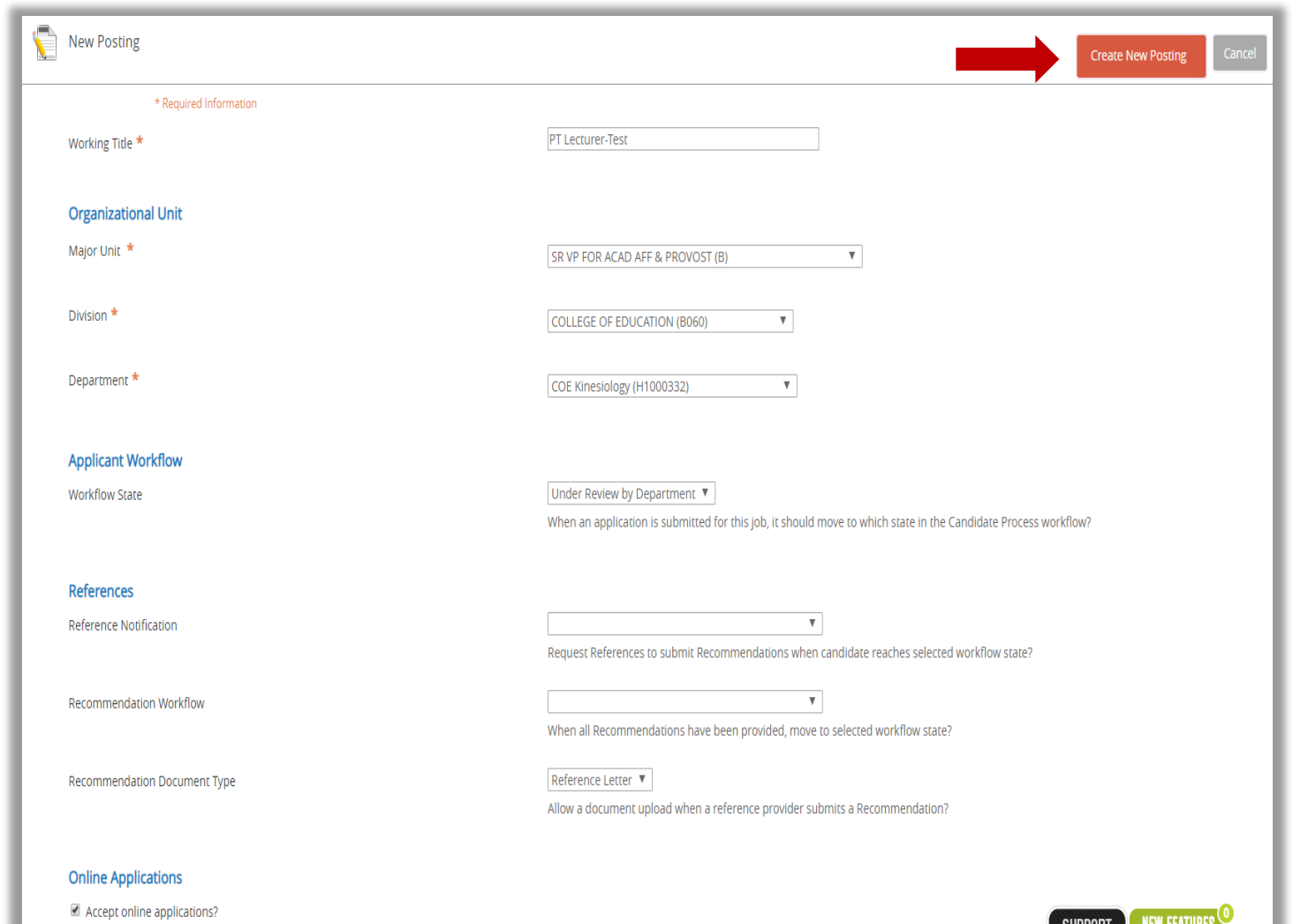
Position Description: PT Lecturer-Test (Faculty PT/LT/Adj.)

Current Status: Active

Position Type: Faculty PT/LT/Adj.
Department: COE Kinesiology (H1000332)

- Print Preview
- Print Preview (Employee View)
- Create Posting from this Position Description**
- View Supervisor
- Modify Position Description
- Evaluate Position Description

After selecting **Create Posting from this Position Description**, the New Posting screen will appear:



New Posting

* Required Information

Working Title * PT Lecturer-Test

Organizational Unit

Major Unit * SR VP FOR ACAD AFF & PROVOST (B)

Division * COLLEGE OF EDUCATION (B060)

Department * COE Kinesiology (H1000332)

Applicant Workflow

Workflow State Under Review by Department

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type Reference Letter

Allow a document upload when a reference provider submits a Recommendation?

Online Applications

☒ Accept online applications?

Create New Posting Cancel

Once you verify the information on this page select **Create New Posting**.

Posting Details

This section allows you to complete the Posting details. **Any box in red is a required field.**

Postings / Faculty / Area Director - Albany (Draft) / Edit: Posting Details

Editing Posting

Posting Details

Position Details

Department Information

External Recommendations

Posting Documents

Posting Specific Quest...

Applicant Documents

Search Committee Member

Summary

Posting Details

Save

Next >>

Check spelling

* Required Information

Posting Details

Posting Number

* Working Title

Area Director - Albany

Major Unit

VP PUBLIC SERVICE & OUTREACH

Division

VP FOR PUBSV & OUTREACH UNITS

Department

PSO Small Business Dev Center

About the University of Georgia

The University of Georgia (UGA), a land-grant and sea-grant university with statewide commitments and responsibilities is the state's oldest, most comprehensive, and most diversified institution of higher education (http://www.uga.edu/). UGA is currently ranked among the top 20

College/Unit/Department

required information

Posting Details

Posting Number

* Working Title

Area Director - Albany

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College/Unit/Department

College/Unit/Department website

* Posting Type

Please select

This field is required.

Retirement Plan

Please select

For information about the different UGA Retirement Plans, please click Retirement Plans

* Employment Type

Please select

This field is required.

★ Benefits Eligibility
 This field is required.

★ Applicant Manager
 This field is required.
 Manages the applicant workflow & moves applicants through the workflow stages (reviewed by department, selected for interview, etc.)

Underutilization

Advertised Salary
 Advertised salary must be consistent with university guidelines. Display an exact amount, a range, or put either "Negotiable" or "Commensurate with Experience". Additional approval process may be required

★ Proposed Starting Date
 This field is required.

Effective End Date (for Limited-Term postings)

★ Posting Date
 This field is required.

★ Closing Date
 This entry cannot be blank unless 'Open until filled' is selected.

Applicant Manager is responsible for moving applicant(s) in applicant workflow to "Recommend for Hire" in order for Hiring Proposal to be initiated.

★ Open until filled
 If you select "no", the posting will automatically close on the Closing Date specified below. If you select "yes", you will not be required to enter a Closing Date below. The posting will remain open until manually closed.

Special Instructions to Applicants

★ Location of Vacancy
 This field is required.

EEO Policy 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.

Recruitment Details

Please list any other advertising sources

Post to Inside HigherEd
 Inside Higher Ed is a complimentary advertisement provided by the University of Georgia

Inside Higher Ed Category
 To select multiple categories, please hold down the CTRL or Command button and select the appropriate categories.

Quicklink for Posting
 <http://ugajobsearch-sb.peopleadmin.com/postings/35346>

Position Details

The **Position Details** tab provides you with information pertaining to the position such as Classification information and Duties & Responsibilities. You also have the opportunity to provide information about preferred qualifications and physical demands.

Note: If you need to **change the Classification information or Duties/Responsibilities** for this position, you will need to submit a **Modify or Evaluate** in the **position management module**.

The screenshot shows the 'Editing Posting' interface with the 'Position Details' tab selected. The left sidebar lists various sections: Posting Details, Position Details (highlighted), Department Information, External Recommendations, Posting Documents, Posting Specific Quest..., Applicant Documents, Search Committee Member, and Summary. The main content area is titled 'Position Details' and includes a 'Check spelling' link. Below this, a note states: 'Minimum Qualifications should list both the minimum degree and the field which the degree must be earned. If prior work experience is required, the posting should list both the job in which the experience must be gained, and the minimum duration that will be accepted.' The 'Position Information' section contains the following fields:

Classification Title	PUBLIC SERVICE ASSISTANT
Classification Code	55500
EEO Code	
FLSA	
UGA Job Code	214
Job Family	Faculty Personnel
FTE	Employee work percentage

Navigation buttons at the top right include 'Save', '<< Prev', and 'Next >>'.

Department Information

The next screen allows you to enter your department's 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 'Editing Posting' interface with the 'Department Information' tab selected. The left sidebar lists various sections: Posting Details, Position Details, Department Information (highlighted), External Recommendations, Posting Documents, Posting Specific Quest..., Applicant Documents, Search Committee Member, and Summary. The main content area is titled 'Department Information' and includes a 'Check spelling' link. Below this, a note states: '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.' The 'Department Information' section contains the following fields:

* Contact(s)	<input type="text"/>
Contact(s) Title	<input type="text"/>
* Contact(s) Phone/Extension	<input type="text"/>
* Contact(s) Email	<input type="text"/>
Contact(s) Fax	<input type="text"/>

Navigation buttons at the top right include 'Save', '<< Prev', and 'Next >>'.

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

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 the 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)

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/Philosophy Statement	<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"/>

Save or Cancel Save << Prev Next >>

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

Posting Summary Tab

The Next page will show your **drafted** posting. The top of this page will display Current Status, Position Type, Department, Created by, and Owner of post.

Please review all details of your posting. If any changes need to be made you can select **Edit** next to the position title.

In the right hand corner you can select **See how Posting looks to Applicant** if you would like to see what applicants will be able to view.

Posting: Limited Term Instructor (Direct Hire) Edit

Current Status: Draft

Position Type: Direct Hire
Department: COLLEGE OF ENGINEERING

Created by: Lindsey Sessions
Owner: Lindsey Sessions

Take Action On Posting ▾

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

Summary | History | Settings | Hiring Proposals

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.

Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

Canceled (move to Canceled)

Approved for Internal (move to Approved - Internal)

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.

Posting: Limited Term Instructor (Direct Hire)

Current Status: Approved - Internal

This posting is not available to applicants via search results but may be accessed directly at <http://uga-sb.peopleadmin.com/postings/948>

Position Type: Direct Hire
Department: COLLEGE OF ENGINEERING

Created by: Lindsey Sessions
Owner: Central HR

See how Posting looks to Applicant

Print Preview (Applicant View)

Print Preview

Summary | History | Applicants | Reports | Hiring Proposals

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.

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 "Recommend for Hire." The Initiator can then initiate a Hiring Proposal just as you would for a regular Faculty position.