UGAJobs
Direct Hire
Resource Manual

Faculty PT/LT/ADJ
Position Types

Revised 12.16.2018
Faculty PT/LT/ADJ Posting Resource Manual
Table of Contents

Introduction and Workflow.................................................................3
Creating a Posting ..............................................................................4
Position Summary Tab ........................................................................9
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 (EEO). 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.

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

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

---

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.

---

*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)

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.
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 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.