



UNIVERSITY OF  
**GEORGIA**  
Human Resources

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# UGAJobs Hiring Proposal Resource Manual

**Staff**  
**Position Type**

Revised 1.07.2018

U N I V E R S I T Y   O F   G E O R G I A

# Hiring Proposal Resource Manual

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## Introduction

The University of Georgia has implemented a new online position management and applicant tracking system, **UGAJobs**. The objective of UGAJobs is to streamline the approval, posting, and hiring processes for the University and our applicants.

Hiring departments should use the **UGAJobs** system to receive approval for and post Staff positions.

The learning objective for this manual:

- Create and complete a Hiring Proposal

## Accessing UGAJobs

The Web Address/URLs for the site include the following:

Departmental User Site: <https://www.ugajobsearch.com/hr/>

Applicant Portal: <https://www.ugajobsearch.com/>

## Requesting additional User Roles

All benefit-eligible UGA employees have an employee account with UGAJobs. To request an additional User role, please visit the Employment Administration page of the UGA Human Resources website (<https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position>) and select the **UGAJobs User Request Form**. You will be asked to include which department and user group you would like to be associated with and include any additional information for account setup or access privileges. Special permissions are required for account setup and security outside of the manager/supervisor role. This form must be submitted to the central HR employment team by the unit's Chief HR Officer and/or Financial Director.

## Browser Support

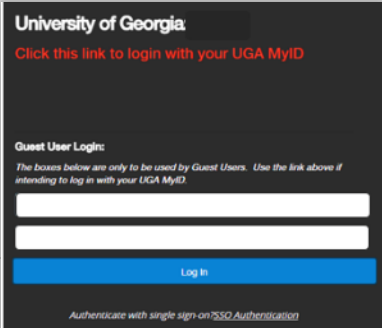
The system has been tested with the following browsers:

- Chrome (self-updating)
- Firefox versions currently supported by Mozilla
- Internet Explorer version 9 or 11 and later
- Safari versions currently supported by Apple

## Data Security

To ensure the security of the data, **the system will automatically log you out after 60 minutes if it detects no activity**. However, any time you leave your computer, it is strongly recommended you save any work in progress and logout of the system by clicking on the **Logout** link located on the top right side of your screen.

## Log-in to UGAJobs



University of Georgia

Click this link to login with your UGA MyID

Guest User Login:

The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your UGA MyID

Log In

Authenticate with single sign-on SSO Authentication

To access the University of Georgia's UGAJobs user portal, visit the following web address:

<https://www.ugajobsearch.com/hr/>

Once you have arrived at the screen, pictured right, select **Click this link to login with your UGA MyID**. Next, you will be redirected to the UGA Central Authentication Service, which requires users to type their UGA MyID and password, allowing you to securely access the UGAJobs System.

## ArchPass Duo

To complete the login process, you will need ArchPass Duo, UGA's two-factor authentication service. Two-factor authentication means there are two steps to the login process. This two-step login process adds an additional layer of security for your personal information and UGA's network.

To use ArchPass Duo with UGAJobs, you must first enroll a device through the Self-Service Portal at [archpass.uga.edu/enroll](http://archpass.uga.edu/enroll). The enrollment process is simple and can be completed by the user in five minutes.

An instructional video on enrolling is available on the EITS Help Desk YouTube channel at [https://www.youtube.com/watch?v=v\\_kHxQu5Gvw](https://www.youtube.com/watch?v=v_kHxQu5Gvw).

If you are already enrolled in ArchPass Duo for another system, such as the Remote Access VPN, you do not need to enroll again. You can enroll a smartphone, tablet, cell phone and/or landline phone. Once enrolled, you will still be able to access UGAJobs from any computer or device you choose. Your enrolled ArchPass Duo device is used only to verify your ID during the login process.

To log in to UGAJobs with ArchPass Duo:

- 1) Enter your UGAMyID and password.
- 2) Verify your ID with a device enrolled in ArchPass Duo. You can verify your ID with a push notification from the Duo Mobile App, a passcode generated by the Duo Mobile App, a password sent by SMS text message or a phone call.

You can find more information about ArchPass Duo at [archpass.uga.edu](http://archpass.uga.edu). If you have questions about ArchPass Duo, please contact the EITS Help Desk at [helpdesk@uga.edu](mailto:helpdesk@uga.edu) or 706-542-3106.

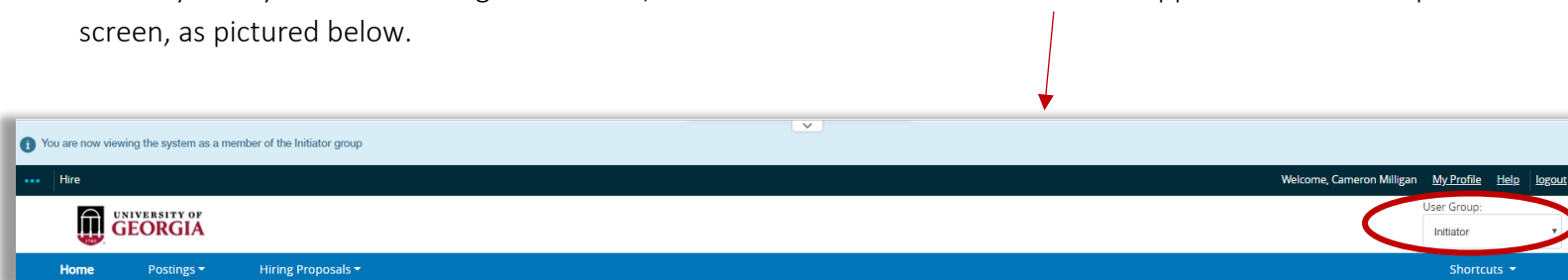
## Getting Started

Once you log in to UGAJobs, look at the top left corner to ensure **Hire** is selected. If it is not, click on the three dots in the left corner and select **Hire** from the options.



**Hire** is the most used module. If it is not already chosen and you have to select **Hire**, the top of your screen will change colors to blue as pictured above.

On the right side of your screen and below your **name**, make sure **Initiator** is selected from the User Group drop box. Any time you make a change in this box, note the blue **notification banner** that appears across the top of the screen, as pictured below.



**NOTE:** When you log in to UGAJobs, your default user account will be the primary role you were assigned. If you have another role (i.e. Search Committee Member, Approver, Authorizer, Unit Head, etc.), you must select the role from the drop box to the right of your name. **Initiators** are typically the department/unit representative who oversees the administrative components of the position, posting, and hiring process for the department. This user will initiate all requests in the system and route to the next level for approval. The **Initiator** is the only user who can create/initiate requests in the system.

## Before Initiating a Hiring Proposal

Once the hiring authority has selected a finalist and an offer is **made and accepted (contingent on background check)**, it is time to begin the hiring proposal process. It is required that you have a signed offer letter before starting the hiring proposal, as it will need to be uploaded to UGA Jobs.

**NOTE:** When you click Recommend for Hire, the system will automatically send an email to the finalist. This email will recommend the applicant revisit their voluntary demographic information, as well as instruct your candidate to fill out the consent for a background investigation form, if they have not already done so.

Upon recommending a candidate for hire, the Initiator will have the ability to view the EEO Information which is the voluntary demographic information, pictured below. This is the information that has been provided by the applicant at the time of application certification and submission. Initiators do not have the ability to edit this information during this step of the process.

#### **Voluntary Demographic Data**

Federal government regulations require us to gather and maintain information on job applicants by race and gender. Please help us by checking the appropriate information below. Your response is voluntary and will not be used in any way to determine your eligibility for employment.

Gender

Please select ▼

#### **Employment Data**

Are you legally authorized to work in the US?

▼

Will you now, or in the future, require sponsorship by UGA for an employment-based visa?

▼

(e.g., H-1B work visa, or legal permanent residency)

#### **Voluntary Self-Identification of Disability**

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020

#### **Voluntary Self-Identification of Protected Veteran Status**

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.



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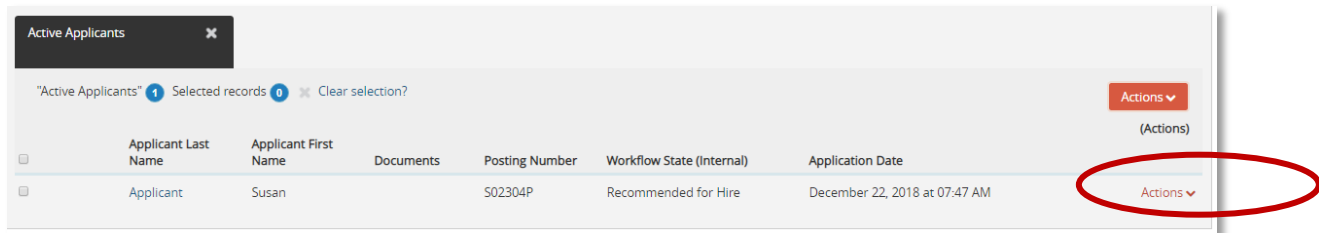
# Create a Hiring Proposal

**Staff  
Position Type**

Revised 12.31.2018

# Create a Hiring Proposal

To begin the hiring proposal, select the **Postings** tab and select **Staff** for the position type. Next, open your posting and click on the **Applicants** tab. When viewing the list of applicants, hover over the **Actions** link next to the finalist's name and verify that the finalist has been moved forward in the Applicant workflow to **Recommended for Hire**. If the Applicant is not in this workflow state you will not be able to create a Hiring proposal. *Please see **Managing Applicants Manual***. If the Applicant is in the workflow state of **Recommended for Hire**, then click **View Application**.



Active Applicants						
"Active Applicants" 1 Selected records 0 Clear selection?						
	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date
<input type="checkbox"/>	Applicant	Susan		S02304P	Recommended for Hire	December 22, 2018 at 07:47 AM

You must be an **Initiator** to start the hiring proposal. On the next screen, pictured below, select **Start Hiring Proposal** to begin the process.





### Job application: Susan Applicant (Staff)

Current Status: Recommended for Hire  
Application form: Employment Application

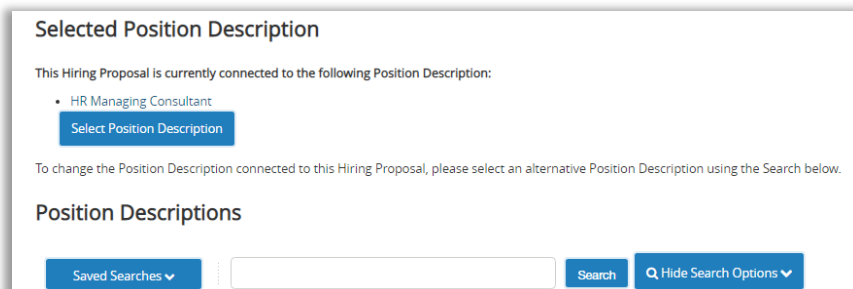
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Full name: Susan Applicant      Created by: Susan Applicant

- ★ View Posting Applied To
- ★ Preview Application
- ➕ Start Hiring Proposal

The system will require you to select a position description, as shown below. If you initially created the posting from a position description, then you may select the position description that is already connected to the posting OR you may select an alternative position description using the Search option, which is only applicable when one posting is being used to hire for multiple positions.

All hiring proposals must be linked to a position description.



### Selected Position Description

This Hiring Proposal is currently connected to the following Position Description:

- HR Managing Consultant

Select Position Description

To change the Position Description connected to this Hiring Proposal, please select an alternative Position Description using the Search below.

### Position Descriptions

Saved Searches      Search      Hide Search Options



## Posting Details Tab

Editing Hiring Proposal	
✓ Posting Details	
Hiring Proposal Details	
Salary	
✓ Position Information	
✓ Employment/Appointment...	
Hiring Proposal Summary	

Posting Details

Department Information

Contact(s)	Nathan Dembkowski
Contact(s) Phone/Extension	706-542-2222
Contact(s) Email	employ@uga.edu

Posting Details

Posting Number (Posting)	S02304P
Posting Type (Posting)	External
Working Title (Posting)	HR Managing Consultant
OneUSG Connect Job Title (Posting)	HR MANAGING CONSULTANT
HR Department (Position)	Central HR Human Resources
Division (Position)	HUMAN RESOURCES DIVISION
Planned Advertisements (Posting)	

**Posting Details Tab:** The Posting Details tab is an overview of information that was entered on the front end of the Staff Posting and the Position Description and cannot be edited.

Position Details	
OneUSG Connect Job Title	HR/EO/OD Paraprofessional/Professional
OneUSG Connect Job Code	647X00
FLSA	
SOC	
Minimum Qualifications	<p>Graduation from an accredited college/university with a Bachelor's degree and 1 or more years of experience in Human Resources, or an equivalent combination of education and experience</p> <p>The University of Georgia is currently seeking applications for the position of HR Managing Consultant in the Recruitment &amp; Hiring division of UGA's Office of Human Resources. This position will serve as an independent and effective HR practitioner, working as a member of the Office of Human Resources Employment Department. The Office of Human Resources Employment Department consists of three divisions: Recruitment &amp; Hiring, Position Management, and Onboarding &amp; Records.</p> <p>The Recruitment &amp; Hiring division is responsible for the staffing and processing of applicant data. The incumbent will be expected to provide information, advice or guidance and support to applicants, managers, supervisors, staff, and faculty, keeping abreast of HR issues, identifying areas of concern, and recommending/implementing solutions. This is a highly responsible position and will collaborate with team members to provide efficient and effective HR services to the university community, in addition to interpreting policies, procedures, laws, and regulations for departments university-wide.</p>
Position Summary	
Relevant/Preferred Education, Experience, Licensure, Certification in Position	
Preferred Knowledge, Skills, Abilities and/or Competencies	<ul style="list-style-type: none"> <li>- Ability to work effectively on an independent basis and deliver work on-time is critical</li> <li>- Communicate effectively in both written and oral forms</li> <li>- Ability to work with highly confidential and sensitive information</li> <li>- Ability to project a positive and professional image</li> <li>- Demonstrates a high level of attention to detail, organizational skills and critical thinking</li> </ul>
Physical Demands	Ability to work in a standard office environment; sitting in front of a computer for long periods of time.

Duties/Responsibilities		
Duties/Responsibilities	Provides a range of human resources support and consulting services in the areas of employment. Recommends and implements enhancements to current departmental human resources processes, procedures, and programs.	
Percentage Of Time	30	
Duties/Responsibilities	Assists campus community with actions including but not limited to policy and program administration, compliance with applicable laws, and procedures and processes. Conducts compliance assigned work within a department/unit/division.	
Percentage Of Time	30	
Duties/Responsibilities	Performs a variety of employment activities including evaluating positions, assisting with recruitment, review of background investigations, and communicating with the university community and applicants.	
Percentage Of Time	30	
Duties/Responsibilities	Works on employment projects to include, but not limited to, updating and maintaining training resources, data collection, analysis, and presentation. This includes analyzing queries and drawing appropriate conclusions which completely address all aspects of the topic or issue. Prepares and effectively communicates reports concerning human resources activities.	
Percentage Of Time	10	

# Hiring Proposal Details Tab

Much of the **Candidate Details** information will be integrated from the applicant’s application. If the applicant did not complete a field, it will be blank here. There will be a section for you to confirm the applicant’s details from the offer letter. Accuracy is important because once a hiring proposal is approved, it triggers all USG OneSource information.

Candidate Details

Prefix	
Candidate First Name	Susan
Candidate Middle Name	
Candidate Last Name	Applicant
Suffix	
Address	1234 Athens Street
City	Athens
State	GA
Zip	30601
Country	
Province	
Primary Phone Number	555-555-5555
Email Address	susanapplicant@susan.com
Highest Degree Earned	Bachelor of Information Technology

Candidate Details are auto-populated from information provided by Applicant on application.

However, the **Initiator** will need to verify and re-enter the candidate’s information in the Hiring Details section. Initiators have the ability to complete this information if needed.

Hiring Details

Hiring Proposal Number

Prefix

Please select \*  
This field is required.

Candidate First Name

This field is required.

Candidate Middle Name

This field is required.

Candidate Last Name

This field is required.

Suffix

Please select

Address

This field is required.

City

This field is required.

State

Please select \*  
This field is required.

Zip

This field is required.

Country

Please select  
This field is required.

Province

Primary Phone Number

This field is required.

Any box in red with an asterisk is a required field.  
For any questions regarding this required information, please refer to the offer letter sent to the candidate.

\* Applicant Type Please select ▼  
This field is required.

\* Major Campus Location Please select ▼  
This field is required.

Employment Type Employee

Benefits Eligibility Benefits Eligible

\* FTE 100  
Percent Employee

FTE must be entered in as a **decimal**.

\* Date Position Offered   
This field is required.

\* Date Position Accepted   
This field is required.

\* Anticipated Start Date   
This field is required.

\* Start Date/Effective Date   
This field is required.  
The actual start date will be provided, once the hire is approved, by Central HR.

Effective End Date

Additional Schedule Information 8:00am – 5:00pm, Monday – Friday.  
Only needed if changes have been made to schedule since position was posted. Must communicate any changes to candidate.

Standard Hours 40.00  
Format is XXXX so if entering 40 hours, please enter '40.00'.

Standard Hours is based upon the standard amount of hours worked **per week**, and must be entered in as a **decimal to the 2<sup>nd</sup> place**.

\* Standard Work Period Weekly ▼

\* Job Indicator Please select ▼  
This field is required.

Full Time/Part Time Full Time

\* Does this position have financial responsibilities? No ▼  
The operation, access, or control of checks or cash, or Budget Authority in making significant financial decisions)

\* Does this position require a P-Card? No ▼  
Refer to the new requirement for P-Card Services (DOAS).

\* Is having a P-Card an essential function of this position? No ▼

\* Is driving a responsibility of this position? No ▼

The answers to these four questions will determine what background checks are needed.

\* At this time, are you ready to remove the posting connected to this HP from the web? Please select ▼  
This field is required.  
By removing your position from the web, you agree that this position is no longer accepting applications. If at any point, you wish to re-post this position, you must receive approval from HR.

Additional Information

Will you now, or in the future, require sponsorship by UGA for an employment-based visa? No

If **Yes** is indicated here, the Hiring Proposal will need to be routed to the Office of International Education following the approval from Approver.

Are you legally authorized to work in the US? Yes

The field labeled **At this time, are you ready to remove the posting connected to this HP from the web?** is very important. The response to this question will determine if the position is closed and removed from the web or if the position will still be accepting applications. The responses and corresponding actions are as follows:

- Yes – Close the position. This is the only final hire
  - The position is closed and removed from the website.
- No – Position is still accepting applications and will be used to hire multiple applicants.
  - The position is left online. This is used when hiring multiple applicants.

Is the applicant currently employed by another institution within the University System of Georgia (USG)?

*This field is required.*

*The answer provided by the candidate must be validated by the hiring unit*

This information, located under Additional Information, deals with dual employment between USG institutions.

If yes, you will need to contact, Leslye Skiba, UGA Dual Employment Coordinator, [lskiba@uga.edu](mailto:lskiba@uga.edu)

Is the Candidate currently employed by UGA?	<input type="button" value="▼"/>	This information is shared with dual enrollment students. If yes, you will be asked to provide Employment Information.
If yes, give name of department.	<input type="text"/>	
Is the Candidate a former employee of UGA?	<input type="button" value="▼"/>	
If yes, give name at the time, department, and date employed	<input type="text"/>	
Is the Candidate currently enrolled in classes at UGA?	<input type="button" value="▼"/>	
Is this person/hire a DCAP (Dual Career Assistance Program) participant?	<input type="button" value="▼"/>	

## Salary Tab

Fill in the information requested on the salary tab, pictured below. If the salary exceeds UGA or USG guidelines, please follow the appropriate processes and approvals for the requested salary. Approval of the Hiring Proposal does not guarantee approval of a salary exception.

Editing Hiring Proposal

Posting Details

Hiring Proposal Details

Salary

Position Information

Employment/Appointment...

Hiring Proposal Summary

Save

<< Prev

Next >>

Salary

Check spelling

Required information

Salary Details

Pay Group

18H - Staff

Annual Minimum Salary

Commensurate with education and Experience

Advertised salary should not exceed designated pay grade; must be consistent with university guidelines. Additional approval process may be required.

Offered Salary

This field is required.

Agreed upon salary between hiring unit and candidate

Comp Rate Code

Please select

This field is required.

Comp Rate

This field is required.

If Comp Rate Code is Annual, then provide an Annual Rate. If Comp Rate Code is Monthly, then provide a Monthly Rate. If Comp Rate Code is Hourly, then provide an Hourly Rate

Does the offered salary require a Request for Salary Approval (RSA)?

This field is required.

If the salary meets or exceeds the Board of Regents or UGA salary administration policies, your hiring unit will be required to complete a Request for Salary Approval (RSA) outside of the iPAWS system

HR Compensation Department

Approved Starting Salary (Central HR Only)

This field is required.

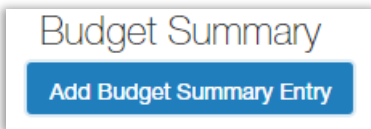
Annual FTE Salary

HR Comments (Central HR Only):

## Budget Tab

If the **Legacy Budget Position Number** and **PeopleSoft Supervisor Position Number** fields are not already populated, fill in the correct numbers then click **Save**.

The screenshot shows a web form with two main sections. The 'Position Information' section contains two input fields: 'PeopleAdmin Position Number' with the value '115671' and 'PeopleSoft Position Number' with the value '11822182'. Below the second field is a small text label 'Central HR Use Only'. The 'Budget Summary' section features a blue button labeled 'Add Budget Summary Entry'. At the bottom right of the form are three buttons: 'Save', '<< Prev', and 'Next >>'.



You also have the ability to add budget information by clicking on the **Add Budget Summary Entry** button, pictured left.

Once you select **Add Budget Summary Entry**, the fields shown to the right will appear:

The screenshot shows a form titled 'Budget Summary' with three input fields: 'Budget Account Name', 'Budget Account Number', and 'Percent'. Below these fields is a checkbox labeled 'Remove Entry?'. At the bottom is a blue button labeled 'Add Budget Summary Entry'.

To remove an entry, check the **Remove Entry** box and then select **Save**.

## Entering EEO Information

Review the **EEO Information** section and fill in the accurate information for each field. The Hiring Proposal cannot be submitted until all required fields have been entered. Once you have entered the information, **Save** and then select **Next** to continue.

### 1. Detail special efforts to attract statistically underutilized applicants for the position.

The screenshot shows a text input field with a red border. To the left of the field is a bullet point followed by the text 'Detail special efforts to attract statistically underutilized applicants for this position'. Below the field is a red error message that reads 'This field is required.'.

Applicants are 'statistically underutilized' when individuals of their gender, racial, or ethnic groups are represented in this or similar positions disproportionately lower than their numbers of basically qualified individuals in the relevant search population. When responding to this question you will need to detail special efforts that were used to attract statistically underutilized applicants for this position. This may include the following:

- Cross-posting to Diverse Jobs, Hispanic Outlook, and other specialized listing sites, especially field-specific ones; posting on national sites like phdjobs.com or chroniclevitae.com—the greater the reach of postings, the better the chance that well-qualified candidates in underutilized groups will see and apply for open positions
- Personal outreach such as telephoning colleagues at other institutions, calling prospective candidates to encourage application, and obtaining good prospect names from lists of grantees from granting agencies (taken from the [Provost's Academic Affairs Policy Manual, § 1.08 Recruitment of Faculty](#))
- General outreach at conferences, field-specific listservs, etc.
- Maintaining a file of qualified candidates who were not successful in prior searches

## 2. Reasons for Hiring the Applicant

Reasons for Hiring the Applicant

☐ The experience of the candidate selected to receive offer was stronger than those selected to interview  
☐ The education of the candidate selected to receive offer was stronger than those selected to interview  
☐ The research interests of the candidate selected to receive offer was more aligned and compatible with existing faculty and department goals than those selected to interview  
☐ The research impact of the candidate selected to receive offer was stronger than those selected to interview  
☐ The interview of the candidate selected to receive offer was stronger than those selected to interview  
☐ The grant support of the candidate selected to receive offer was stronger than those selected to interview  
☐ The publication history of the candidate selected to receive offer was stronger than those selected to interview  
☐ Selected candidate offered a new area of interest not represented by other candidates or existing faculty  
☐ Other

## 3. To your knowledge, is the person offered the job a Protected Veteran?

To your knowledge, is the person offered the job a Protected Veteran?

This field is required.

Departments should not directly ask applicants their veteran status. Departments should only know this through various forms of voluntary self-identification, including applicants' mention of veteran status or experience in resume, cover letter, or other application materials; mention of this in an interview or other personal contact; or affirmative responses to veteran status questions in UGAJobs (which departments will not see until the offer stage).

## 4. Veteran Self-Disclosure:

*At the time of application and after an offer has been accepted, candidates have the opportunity to self-disclose whether or not they are of veteran status. This is voluntary information, so if a response does not appear, the applicant did not answer.*

Are you a protected veteran?

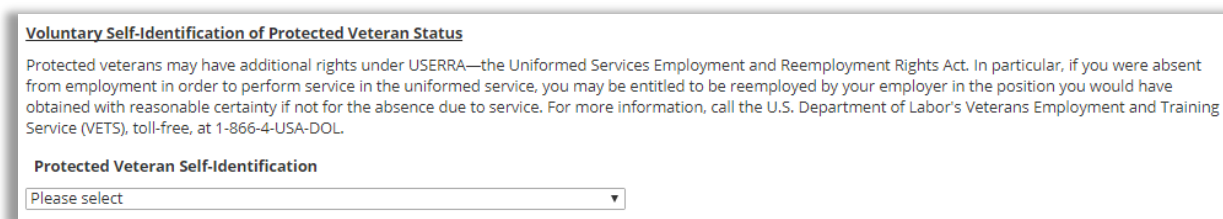
- ☐ I identify as one or more of the classifications of protected veteran listed below.
- ☒ I am not a protected veteran.

*If you are a Disabled Veteran, an Active Duty Wartime or Campaign Badge Veteran, an Armed Forces Service Medal Veteran, or a Recently Separated Veteran, you may voluntarily self-identify for consideration under the university's affirmative action program. Information provided will only be used in accordance with the Act and will not go forward to an employing department until a decision has been made to hire an applicant who has voluntarily self-identified as a veteran.*

If the candidate has disclosed veteran status, they will have the opportunity to disclose their specific veteran status. If the candidate has only disclosed they are a veteran without additional specification, departments should do nothing more. We will still count applicants as protected veterans based on their choice to self-identify. Departments should not ask for further details, documentation, etc., of Protected Veteran status, though applicants may provide this of their own volition. If applicants have not self-identified on UGAJobs, but have indicated veteran status via other means, such as in their resumes or during a face-to-face or telephone contact, then this should be noted and included in their demographics profile on UGAJobs during the hiring proposal stage.

## 5. Disability Self-Disclosure

*At the time of application and after an offer has been accepted, candidates have the opportunity to self-disclose whether or not they are disabled. This is voluntary information- if a response does not appear, the applicant did not answer.*



**Voluntary Self-Identification of Protected Veteran Status**

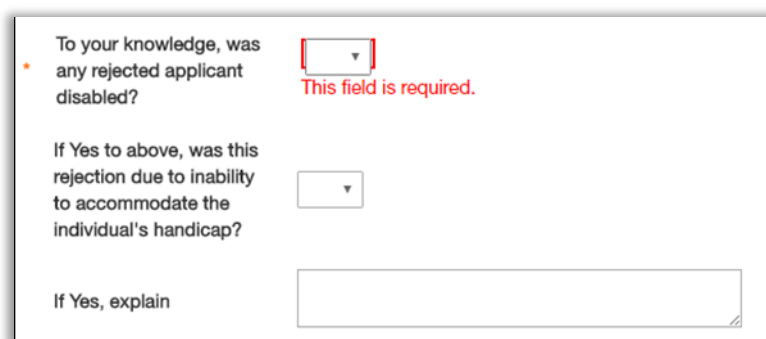
Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

**Protected Veteran Self-Identification**

Please select ▼

If an applicant self-identifies as disabled in UGAJobs after acceptance of a job offer, the department should not perform any follow-up on this new information, since by that stage applicants have already been vetted, through the application and interview process, for their ability to perform essential job functions. When a successful applicant accompanies this identification with a request for accommodations, then the department should initiate the interactive accommodations process. For more information on this process departments should refer to <https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/> or contact Tracey O'Malley <tomalley@uga.edu>.

## 6. To your knowledge, was any rejected applicant disabled?



To your knowledge, was any rejected applicant disabled? ▼ This field is required.

If Yes to above, was this rejection due to inability to accommodate the individual's handicap? ▼

If Yes, explain

The department should answer this affirmatively if any rejected applicant voluntarily disclosed a disability through the UGAJobs self-identification invitation; resume, cover letter, or other application materials; or orally during interviews and other contacts—whether face-to-face or via telephone. The department MAY also answer this in the affirmative if, in their estimation, a rejected applicant appeared to have an obvious disability whether self-disclosed or not. In so judging, the department should follow the definition of disability as having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating,

breathing, and sleeping. If there is an apparent disability that an applicant does not voluntarily bring up or mention, then the department should note it for demographic collection purposes but not ask the applicant about it. Departments may ask interviewees “Can you perform the essential functions of this job with or without accommodations?”, ideally with reference to a comprehensive and up to date description of the job’s essential functions, but only if all interviewees are routinely asked this question rather than just those who self-identify or otherwise present as disabled.

### **A. If yes to above, was this rejection due to inability to accommodate the individual’s handicap?**

If an applicant has both self-identified as disabled AND requested accommodation for his or her disability, then the department should engage in the interactive process to determine the nature, extent, and reasonableness of accommodations required. Inability to accommodate someone’s disability means that the applicant could not complete the essential functions of the job with reasonable accommodations, or put another way, that the accommodations that applicant would require to complete the job’s essential functions were not reasonable. Accommodations are considered unreasonable when they alter the essential functions of the job or cause the employer undue hardship. Departments should contact Tracey O’Malley <tomalley@uga.edu> for assistance with the interactive accommodations process; more information can be found at: <http://www.hr.uga.edu/disability-services-accommodations>.

The interactive accommodations process is initiated when an applicant affirmatively requests an accommodation. If the accommodation is an “obvious” one, such as a sign language interpreter or request for the interview to be held in an accessible location, there is no need to go through the interactive process. Such accommodations should be automatically granted.

### **B. To your knowledge, is the person offered the position disabled?**

The department should answer this affirmatively if the offeree voluntarily disclosed a disability through the UGAJobs self-identification invitation; resume, cover letter, or other application materials; or orally during interviews and other contacts—whether face-to-face or via telephone. The department MAY also answer this in the affirmative if, in their estimation, the offeree appears to have an obvious disability whether self-disclosed or not. In so judging, the department should follow the definition of disability as having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping. If there is an apparent disability that an applicant does not voluntarily bring up or mention, then the department should note it for demographic collection purposes but not ask the applicant about it. Departments may ask interviewees “Can you perform the essential functions of this job with or without accommodations?”, ideally with reference to a comprehensive and up to date description of the job’s essential functions, but only if all interviewees are routinely asked this question rather than just those who self-identify or otherwise present as disabled.

### **C. If yes to above, has the accommodation been requested?**



If an offeree has not requested or indicated need for accommodation, then departments should answer this negatively. They should answer in the affirmative only when an offeree has both voluntarily disclosed a disability and has requested accommodation for that disability. Applicants who either self-identify as disabled or who present as disabled without self-identifying as such, and who do not expressly request accommodations, should be counted as 'no' responses to this question.

## EEO Key Terms and Definitions

**1. Detail special efforts to attract statistically underutilized applicants for this position.**

Applicants are 'statistically underutilized' when individuals of their gender, racial, or ethnic groups are represented in this or similar positions disproportionately lower than their numbers of basically qualified individuals in the relevant search population.

**2. To your knowledge, was any rejected applicant disabled?**

'Disabled' means having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping.

**3. If yes to above, was this rejection due to inability to accommodate the individual's disability?** Reasonable accommodation must be provided to otherwise qualified disabled individuals who are able to perform the essential functions of the job with or without accommodation. Accommodations are not considered reasonable if they fundamentally alter the essential functions of a job or cause undue hardship to the employer. Please refer to <http://www.hr.uga.edu/disability-services-accommodations> for additional information regarding the interactive accommodations process at UGA, including examples of reasonable accommodations and contact information for supervisors to obtain further guidance on the accommodations process. For any applicant rejected due to inability to accommodate that individual's disability, the search committee should document in detail whether and specifically how either 1) the individual could not perform essential job functions with or without accommodation or 2) accommodations needed to perform essential functions were unreasonable.

**4. To your knowledge, is the person offered the job a Protected Veteran?**

'Protected veteran' refers to a Disabled Veteran, an Active Duty Wartime or Campaign Badge Veteran, an Armed Forces Service Medal Veteran, or a Recently Separated Veteran.

'Disabled Veteran' refers to any veteran of the U.S. Military who is either entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.

'Active Duty Wartime or Campaign Badge Veteran' refers to any veteran who:

- Served on active duty during one or more of the periods of war outlined in 38 U.S.C. § 101 (Korean Conflict June 27, 1950 – January 31, 1955; Vietnam Era February 28, 1961 – May 7, 1975 for veterans serving in the Republic of Vietnam or August 5, 1964 – May 7, 1975 for all other cases; Persian Gulf War August 2, 1990 – current), OR
- Served on active duty during any campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense

**‘Armed Forces Service Medal Veteran’** refers to any veteran who was awarded (as reflected on DD Form 214) an Armed Forces Service Medal for active duty service in a U.S. military operation for which an Armed Forces Service Medal was authorized pursuant to Executive Order 12985.

**‘Recently separated veteran’** refers to any veteran during the three-year period following the date of such veteran’s discharge or release from active duty.

**5. To your knowledge, is the person offered the position disabled?**

**‘Disabled’** means having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping.

**6. If yes to above, has accommodation been requested?**

A UGA applicant or employee may request an accommodation at any point in the hiring and employment process (i.e., at the application stage, during the hiring interview, after an offer is made, or any time after starting employment).

**7. Accommodation offered?**

Once a request for accommodation is made and documentation provided for non-obvious disabilities, the University will engage in the interactive accommodations process.

# Employment/Appointments Forms Tab

This step allows you to upload and digitally share information needed for the Staff appointment package.

To upload a document, hover over the Actions tab that aligns with the correct document type and then make desired selection. You have the choice to upload a document from your computer, create a document using the system's processor, or choose an existing document. The system will automatically convert your document type into a .PDF once uploaded. PDF conversion must be completed for the document to be valid when applicable.

Editing Hiring Proposal

Posting Details

Hiring Proposal Details

Salary

Budget

Employment/Appointment...

MFE Information

Hiring Proposal Summary

Employment/Appointment Forms Tab

Save << Prev Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Offer Letter with Signed Acceptance (Recommended)			Actions ▼
Cover Letter from Dean/VP to Provost			Actions ▼
Approved Request for Salary Approval (if applicable)			Actions ▼
Three Recommendations			Actions ▼
Draft Personnel/Budget Document			Actions ▼
MOU (if Joint Appointment)			Actions ▼
Additional Document 1			Actions ▼

CV and Applicant Documents Actions ▼

Statement of Roles/Responsibilities (Research Scientists Only) Actions ▼

Unit Definition of Privileges (Research Scientists Only) Actions ▼

Background Investigation Approval or Consent Form Actions ▼

EEO Direct Hire Approval (No Search Conducted) Actions ▼

Successful Candidate Demographic Report (EEO use only) Actions ▼

Departmental EEO Report (EEO use only) Actions ▼

Save << Prev Next >>

Be sure to upload and name all documents to complete the appointment package. While the hiring proposal is going through the workflow for approval, you will not be able to access it to make changes unless it is returned to your level.


You can always Save the hiring proposal, exit the system, and return at a later date to complete it.

Once all documents have been attached, select Next to continue.

## Hiring Proposal Summary Tab

The final page of the hiring proposal will be a summary of all of the data in the hiring proposal. Next to each heading on the summary tab, you will notice a green check mark that indicates all required information for that section has been completed.

If information is missing from the hiring proposal, you will see an orange exclamation point next to the corresponding section. Please select **Edit** and fill in the missing information.


**Salary**
[Edit](#)

Salary Details

Pay Group	18H - Staff
Annual Minimum Salary	
Advertised Salary	Commensurate with education and Experience
Offered Salary	
Comp Rate Code	
Comp Rate	
Does the offered salary require a Request for Salary Approval (RSA)?	

## Hiring Proposal: Susan Applicant (Staff) [Edit](#)

Current Status: Draft

Position Type: **Staff**

Department: **Centr**

**Resources**    (H1)

Applicant: Susan Applicant

Posting: HDM Managing Consultant

Created by: **Nathan Dembkowski**

Summary

History

Settings

Posting Details [Edit](#)

### Department Information

Contact(s)	Nathan Dembkowski
Contact(s) Phone/Extension	706-542-2222
Contact(s) Email	employ@uga.edu

## Generating a PDF of Applicant's Documents

At the bottom of the **Summary** screen, you will have the option to generate a PDF file of everything contained in the application. The application and all documents *uploaded by the applicant* will be combined into a single PDF file.


**NOTE:** Documents added to Supporting Documents tab will not be combined into the PDF file. Select **Generate** next to Combined Document and then click **View** (the View button will appear next to the word Generate once the document has generated).

# PDF Documents

Document Type	Actions
Application	<a href="#">View</a>
Combined Document	<a href="#">Generate</a>

PDF Documents	
Document Type	Actions
Application	<a href="#">View</a>
Combined Document	<a href="#">View</a>   <a href="#">Regenerate</a>

When you click **View**, it will take you to a new browser window. From this window, you will be able to save the document as a file.


**Hiring Proposal: Susan Applicant (Staff)**
[Edit](#)

Current Status: Draft

Position Type: **Staff**

Department: **Central HR Human Resources (H1000605)**

Applicant: Susan Applicant

Posting: HR Managing Consultant

Created by: **Nathan Dembkowski**


Owner: **Nathan Dembkowski**

[Summary](#)
[History](#)
[Settings](#)

## History Tab

The **History** tab will allow you the opportunity to get detailed information about when the hiring proposal was created, how long it has been in each section of the workflow, and any notes made by users in the workflow regarding the hiring proposal. You can visit this page at any time during the approval process to get detailed information and review notes.

The options in the upper right corner, **Workflow**, **Notes**, and **Emails** are buttons that allow you to customize what you see in the **History** tab.


**Hiring Proposal: Susan Applicant (Staff)**
[Edit](#)

Current Status: Draft

Position Type: **Staff**

Department: **Central HR Human Resources (H1000605)**

Applicant: Susan Applicant

Posting: HR Managing Consultant

Created by: **Nathan Dembkowski**

Owner: **Nathan Dembkowski**

[Summary](#)
[History](#)
[Settings](#)
[Reports](#)

[Workflow](#)
[Notes](#)
[Emails](#)

**Position Request Created**

Hiring Proposal created and is associated with Position Description: [HR Managing Consultant](#). It has been in this state for 0 hours.

Nathan Dembkowski (Initiator)  
December 22, 2018 at 07:59 AM

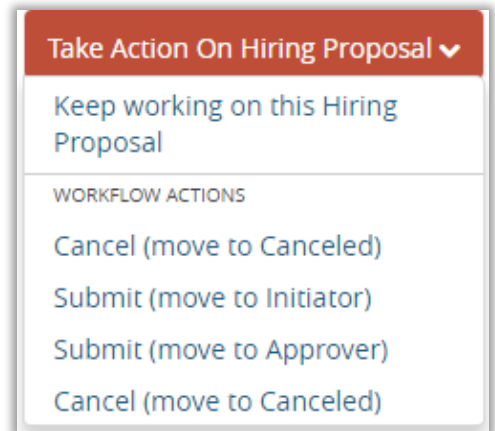
[Take Action On Hiring Proposal](#)

[Print Preview](#)
[Add to Watch List](#)

## Submit Hiring Proposal for Approval

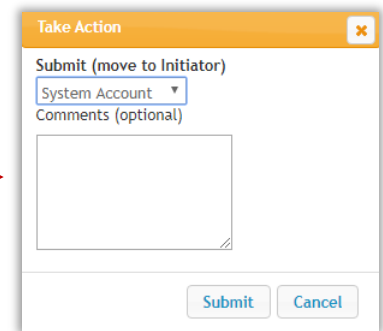
Once you have reviewed all information in the hiring proposal using the **Summary** tab, you may now move the hiring proposal through the workflow. Hover your mouse over the orange **Take Action on Hiring Proposal** button and select either **Submit to Initiator** (move to Initiator) or **Submit to Approver** (move to Approver).

After selecting one of the workflow states, the box below will appear; note that the title will depend on which action you selected. This is where you can add comments that will appear in the **History** tab and email notification to next level, e.g., Unit Head. Applicants will not be able to see comments, only those along the approval workflow of the hiring proposal.



The box **Add this hiring proposal to your watch list** will be automatically checked. If you do not want this hiring proposal on your watch list, uncheck the box. Click **Submit** to continue.

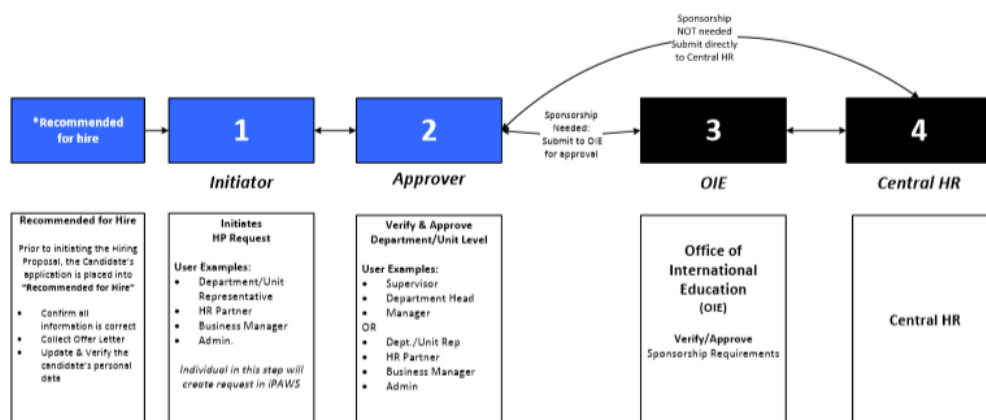
Keep in mind your watch list is located on your home screen. It holds all updates, posts, and hiring proposals that are of high priority to you. You can choose what appears in your watch list.



After clicking **Submit to Initiator** OR **Submit to Approver**, the message pictured below will appear at the top of your screen:



If you are an **Approver**, switch from the Initiator user role to the Approver user role, hover your mouse over the orange **Take Action on Hiring Proposal** button and select the next workflow step.





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# What Happens Next

**Staff  
Position Type**

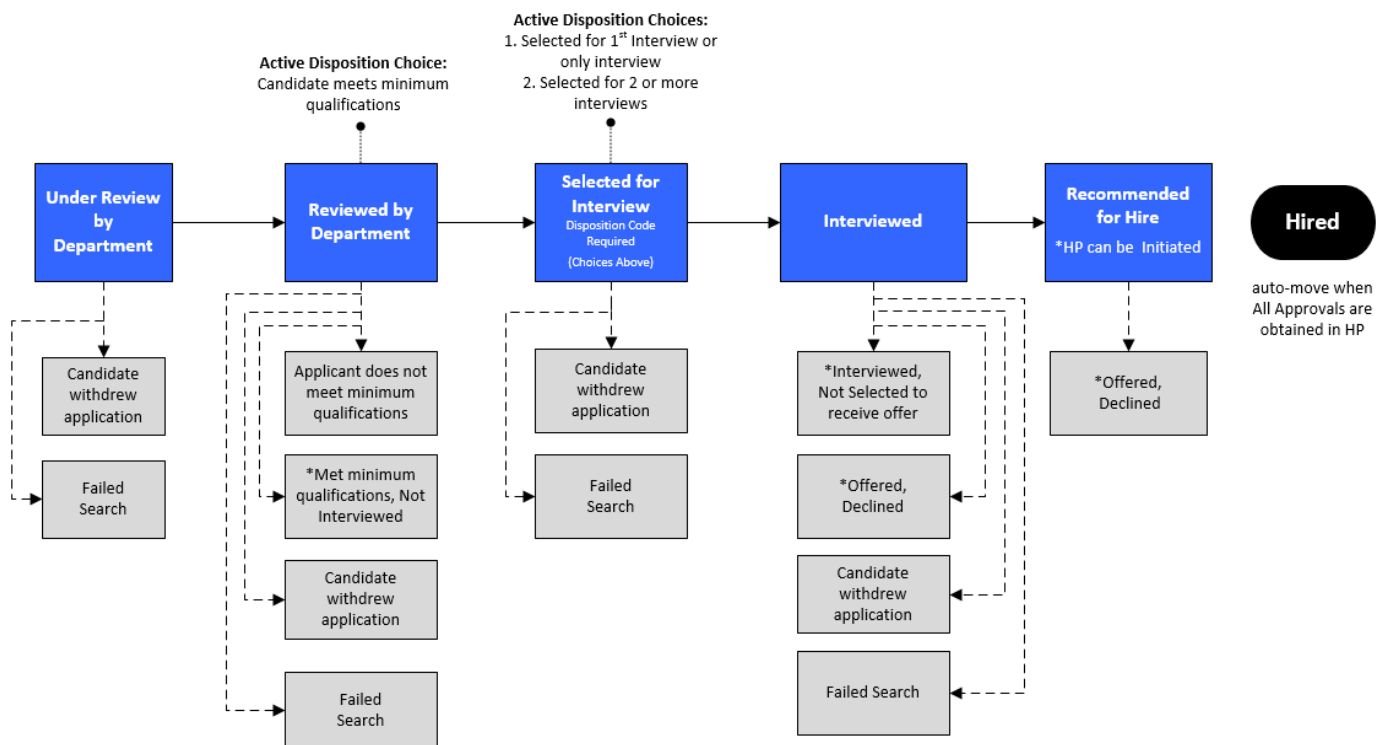
Revised 1.07.2018

## What Happens Next

The hiring proposal will go through the entire workflow to receive proper approval from each applicable area. While it is traveling through the workflow, you will be able to see each time it moves to a new person. This position will be in your Inbox, and if you choose, it will also be in your Watch List. At any given time, a hiring proposal may be sent back to you to correct missing information or update appointment documents. If a hiring proposal is returned to you, check the History tab for comments regarding any issues. After the issues have been corrected, you will resubmit the hiring proposal back through the same workflow again until it has reached Central HR and is officially closed and put into the filled state by Central HR.

The **Applicant Manager** should appropriately move all candidates that did not receive an offer into the appropriate workflow state.

# Managing Applicants



**NOTE:** The **Applicant Manager** role is assigned when the posting is created and has the ability to move applicants to different stages of a search, such as Selected for Interview, Interviewed, or Did not meet minimum qualifications, to name a few. An **Applicant Manager** can view postings and applicants for their department(s). It is recommended this role is assigned to either the initiator, hiring authority, and/or to a person whom the search chairs delegates this responsibility.