UGAJobs
Hiring Proposal
Resource Manual

Staff
Position Type

Revised 1.07.2018
Hiring Proposal Resource Manual
Table of Contents

Introduction ........................................................................................................................................2
Request to Create a Hiring Proposal..............................................................................................6
What Happens Next ..........................................................................................................................22
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
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. 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_kHxQu5Gyw.

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. If you have questions about ArchPass Duo, please contact the EITS Help Desk at 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.
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.

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

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.**
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.
**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](image)

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](image)

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.
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.

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

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

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

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

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

If yes, you will need to contact: Mike Gorman, UGA Dual Employment Coordinator, mgorman@uga.edu
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.

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:

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.

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

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

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.
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.

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/](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?

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 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.

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.

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).
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.

**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.
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.
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.