

Central HR, Comp Review

This is the first step in the process in which Central HR reviews the information and supporting documentation provided by the hiring department via the hiring proposal. A designated HR Consultant will contact the appropriate parties (department, candidate, etc.) if additional information and or clarification is needed.

- Verifies the candidate meets the minimum qualifications of the position using the candidate's offer letter/Application/ CV/Resume/etc.
- Determines if additional review of the offered salary is needed
- Verifies the candidate's UGA relationship (i.e.: current employee; external incumbent)

Central HR Determine Background Package

Once your hiring proposal is placed in this workflow state, a designated HR Consultant will determine if a background investigation is needed and select the type or types of search(s) needed dependent on the position requirements.

- Does this position have operation, access, or control of financial resources?
- Does this position require a P-Card?
- Is having a P-Card an essential function of this position?
- Is driving a responsibility of this position?
- Does this position have direct interaction or care of children under the age of 18 or direct patient care?
- Does this position have Security Access (e.g., public safety, IT security, personnel records, patient records, or access to chemicals and medications)?
- Based off the initial review, is an educational verification required?

BI Processing at Vendor

If your hiring proposal is placed in this workflow state, your candidate will receive an email from Accurate Background Inc. (customer_service@accurate.com) the following day. Once your candidate submits their authorization form, the background investigation vendor will then initiate their background investigation.

- **Any offer of employment with the University of Georgia is contingent upon the successful completion of a background investigation**
- The candidate must complete all necessary information in the secure Accurate Background Inc. portal in order for their background investigation to be initiated.
- The hiring proposal will stay in this workflow state until the background check is approved. If permissible, Central HR will provide updates, which will appear in the "History" tab of the hiring proposal.
- Please allow for a minimum of 10-12 business days to conduct and review background checks. ****Added complexities can add to an increase in processing, such as county searches, international searches, etc.**

Further Information Needed/Requested

When additional information and review are required for a background investigation that has been marked completed by the vendor. UGA Central HR will provide the following language when additional information review are needed:

- *Human Resources has received the Background Investigation Report. The report provided some information that Human Resources needs to verify with the applicant. Until this information can be verified for correctness, the background investigation is still under review. Thank you for your patience.*

HR Employment Review

Once your hiring proposal is at this workflow state, an HR Consultant will conduct the following review:

- Review and confirm all data that will be transferred to the OneUSG Connect system has been filled out and completed. This is the final review stop prior to finalizing and approving the Hiring Proposal.

All Approvals Obtained (Hiring Proposal Approved)

Once a hiring proposal has been approved, the information will be sent to the OneUSG Connect System to create a job record.

Additional FAQs

How long should I post a position?

Central HR is recommending departments utilize a special close date not to exceed 120 days rather than “open until filled”. A time frame of 120 days provides the department with ample time to recruit and conduct a successful search process. If the department does not identify any qualified candidates, the anticipated close date can serve as a great opportunity to revisit and make necessary adjustments to your position and/or recruitment strategies.