

UGA Employee-Student Job Network



Is your to-do list too long?

Hire a UGA student to help with babysitting, household chores, pet sitting, and more!

Cosponsored by:
The Career Center
The Office of Work/Life Balance



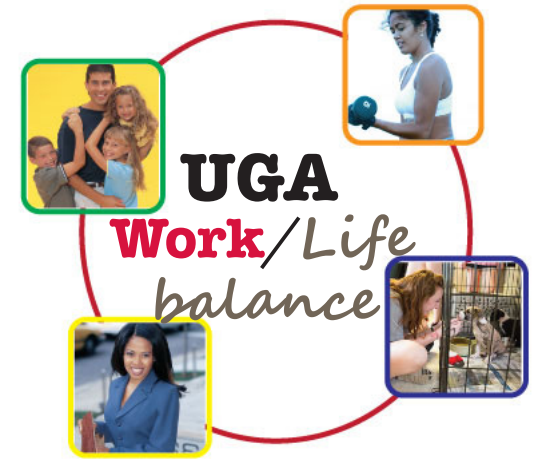
Are you time crunched and juggling too many demands ?

Do you need help with running errands, afterschool babysitting, or household chores ?

The Employee-Student Job Network can help!

The Network is a collaborative effort between UGA's Career Center and the Office of Work/Life Balance. It is designed exclusively for UGA faculty and staff who would like to hire UGA students on a part-time basis to help them with the many demands of UGA work and home responsibilities such as babysitting, pet care, lawn care, etc.

It's easy to set up an account and begin posting jobs. See page 2 for instructions.



DISCLAIMER:

The UGA Employee-Student Job Network serves only to link UGA employees and UGA students for the convenience of managing work-life responsibilities. Neither the University nor the Career Center screens, recommends, or guarantees the qualifications of students who are available to provide services. Hired students are considered employees or contractors of the person requesting the services and not employees or contractors of UGA.

Students and employees acknowledge that, for the benefit of participating in the Employee-Student Job Network, they release, covenant not to sue, and forever discharge UGA and its trustees, officers, and agents of and from any and all claims, losses, demands, rights, and causes of action of whatever kind or nature, including but not limited to negligence, unforeseen bodily and personal injuries, damage to property, and the consequences thereof, resulting from participation in, or the services obtained from, the Employee-Student Job Network.



Getting Started

Setting up an Employer Account

- Step 1:** Go to www.hireUGA.com and click on “Post Jobs & Internships.”
- Step 2:** You will need to register with the Career Center and establish an account before you can begin posting jobs. Choose the “First-Time User” tab to register.
- Step 3:** You will select “Employer” type of account to create.
- Step 4:** Type in your first and last name and your uga.edu email address. You will also need to set up a password that you will use to access your account later when you are posting jobs and reviewing applicants.
- Step 5:** You must complete a profile to create an account. Your profile, at a minimum, must include your name and email address. Your email will automatically be your “username.”
- Step 6:** The Career Center must approve your account before you begin posting positions. The Center will send you an email confirming your account and you can then return to [hireUGA](http://hireUGA.com) and post a job.

Posting a Job

- Step 1:** Go to www.hireUGA.com and click on “Post Jobs & Internships.”
- Step 2:** Click on “Returning User” and enter your Username (which is your [uga](mailto:uga.edu) email address) and password.
- Step 3:** Choose “Post a Job” tab.
- Step 4:** This is the template where you will begin giving the details of your job. There are five screens within the template. Click “Next” to move through the screens.

Basics

- “Title” = Examples might be, babysitter, afterschool tutor, pet sitter/walker, etc.
- “Tracking Code” = leave blank
- “Division” = **UGA – Employee-Student Job Network** (you must use this division title)
- “Job Type” = Choose “job”
- “Employment Type” = Part-Time

Details

- “Job Functions” = Choose “other” and write in job functions
- “Location” = Enter the (mailing) city in which the job will be, ex: Athens, GA or Watkinsville, GA, etc. We do not recommend that you put your full home address.
- “Description” = On this screen you can add in the specific description of the job. For example, hours needed, must have own car, etc.

Schools

You must choose “University of Georgia” or your job will be posted at other schools.

Requirements

A resume is, by default, always required. If you want to limit eligible applicants to a certain department or a specific major, you may do that under “Major Groups.” For example, if you prefer only applicants that are pursuing an “Early Childhood Education” major, you would click on “Select Major Groups,” toggle to “Select Individual Majors,” and find the major or majors you want to include as a requirement.

Posting a Job

continued

This is also the screen where you can require an applicant to have a background check.

***NOTE:** A background check is not automatically required for students that apply for jobs in the Employee-Student Job Network.

When finished creating your job posting, click [Create]

In the center of the next page, click on the button that says “Follow Job.” This will make it very easy to locate your applicants later!

Reviewing applications

When an applicant has applied to your posting, you will be notified. To change the manner and/or frequency of these notifications go to “User Settings.” “User Settings” can be accessed by clicking on your profile name in the upper right hand corner of Profile screen. On the left, you will see “Notification Preferences.”

To view an application

Log in to your account and click on “Job Postings” in the left hand navigation bar. In the header bar that you see, the last option on the right will be “Followed Only.” This will bring up the job and you can click on the job title to see the details of your posting and have the option to “Review Applicants.”

UGA Career Center

706-542-3375

UGA Office of Work/Life Balance

706-542-7319