Quick Guide: Central HR Staff Hiring Proposal Business Process

Below are the staff hiring proposal workflow states when it reaches Central HR:

**HP Initial 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
- Reviews information provided and determines if and what type of background investigation is needed.
- Verifies the candidate’s UGA relationship (i.e.: current employee; external incumbent)

**Background Investigation Needed**

If your hiring proposal is placed in this workflow state, it has been determined a background investigation is needed; therefore, a designated HR Consultant will select the type or types of search(s) needed dependent on the position requirements.

- Is this position contingent upon the employee obtaining a P-Card?
- Does this position have financial responsibilities?
- Is driving a responsibility of this position?
- 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 SterlingONE (donotreply@talentwise.com) the following day. Once your candidate submits their authorization form, SterlingONE 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 SterlingONE 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 8-10 business days to conduct and review background checks. **Added complexities can add to an increase in processing, such as county searches, international searches, etc.**

Created 2/26/18; Revised 3/2/18
Compensation Review

If your hiring proposal is placed in this workflow state, one or more of the following has occurred:

- Offered salary does not align with UGA Compensation policy and needs further review
- Offered salary requires a Request for Salary Action
- Request for Salary Action is pending

**Please understand the Request for Salary Approval review is conducted outside the system. For questions or updates regarding any pending RSA's, please contact the Compensation Department.**

Final Review (Confirm all approvals)

Once your hiring proposal is at this workflow state, an HR Consultant will:

- Submit to Compensation Review if additional review of the salary needed OR if the Request for Salary Approval still pending?
- Consult with the hiring unit to verify the actual start date; Moves start date backwards or forward as appropriate
- Once a hiring proposal is approved, no edits can be made.
- Once a hiring proposal is approved, within 24 hours, the candidate’s information will be sent to the identity management team to initiate a UGA badge number (aka 810/811). **With a UGA badge number assigned to your employee you are ready to initiate the employee’s personnel and kick off the onboarding process.**

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.

**What is one way the UGA Badge Number (aka 810/811) generated?**

Once a hiring proposal is approved, within 48 hours, the candidate’s information will be sent to the IDM team to initiate a UGA badge number (aka 810/811). **With a UGA badge number assigned to your employee you are ready to initiate the employee’s personnel and kick off the onboarding process.**

Any questions related to 811/810 numbers, please contact Identity Management System (IDM) idm@uga.edu.