Quick Guide: Staff Competitive Search vs. Direct Hire
(To post, or not to post…that is the question)

Appoint or Post a Position

The Office of Human Resources worked with EOO to establish guidelines for units to use when determining if a staff position needs to be posted (competitive search) or not (direct hire). Approval of the position does not guarantee approval to appoint the position as we must ensure we are complying with employment laws and UGA search policies and procedures.

The standard best practice is to post the position. However, there are circumstances in which an appointment of a person into the reclassification is more appropriate. If it is believed that the employee is the best fit for the position, the following need to be considered and documented:

1) Why the individual is being selected for this role (including what criteria was used in determining their assignment)
2) Individualized justification as to why others who meet the minimum qualifications of the position are not being considered.

Post When:

- Multiple current staff at UGA are qualified for the open role
- There is a potential Employee Relations or equity issue
- Position is identified as one that is underrepresented in one or more protected classes.
- Position changes series or skips more than one position in the series.
- To change from temporary to a regular position.
- The position is currently filled with an employee in an Acting or Interim assignment

No Need to Post: (Justification Needed)

- Person has been performing the duties for at least 6 months
- Person is considered a critical need to the organization (because of a unique set of background, experience, or success in current position?)

For more information, contact employ@uga.edu or 706-542-2222.