Graduate Assistant Hiring Process Checklist

Comprehensive overview of the Graduate Assistant hiring process

Hiring Teams will only need to take action on the steps that are <mark>highlighted</mark>. A Human Resources Staffing Partner must take action on the steps that are not highlighted.

❑ ***Step 1: Determine the Position Number*** *(Hiring Team take action)*

To determine correct position number, see Determining Non-Benefited Position Numbers page

- To determine position number, combine the 2-letter position type + department organization code (see Chart of Accounts for organization code)
  - Example:
    - Position Type = Graduate Research Assistant (*GR*)
    - Department-Mechanical Engineering (*16107*),

    = *GR* + *16107* = Position number: **GR16107**

If the necessary position number isn't populating in HCM, contact HR Classification & Compensation to activate position number at 307-766-5056 or 307-766-5057.

❑ ***Step 2: Create a Requisition*** *(Hiring Team take action)*

For more in-depth look at process, see Graduate Assistant (GA) Hire Process QRG

For this step you will need:

-position number (see Step 1: Determine the Position Number)

-names of Hiring Team/collaborators

-name of direct hire and email (HR must have email in order to send direct hire application link)

-period of hire (semester/academic year)

-pay basis amount (total amount of GA Stipend)

-funding information (funding string, or other details)

-stipend funding category

-GA FTE and GA % breakdown

- Hiring Manger/Hiring Manager Assistant creates requisition in HCM including information listed above.
- Once all information is entered, select "Save and Close" – requisition routes to HR for review.

❑ ***Step 3: HR Reviews Requisition*** *(Staffing Partner take action only)*

- Staffing Partner will review information in requisition draft and reach out to Hiring Team if they have questions or need information prior to submission.
- Staffing Partner will submit requisition for department approval once all missing or unclear details have been addressed.

❑ *Step 4: Job Formatting (Send Application Link)* *(Staffing Partner take action only)*
- Once requisition is approved, Staffing Partner will send private application link to GA direct hire and Hiring Team (position will not be posted and only those with application link can apply)
- Once direct hire applies, the system will automatically conduct an eligibility check and forward the candidate/application to be reviewed by Graduate Education

*Helpful Tip: If GA hire is not enrolled in enough graduate courses at time of applying, office of Graduate Education will hold the hire until the candidate is registered for the required number of credits. The GA hiring process will move quicker if hiring team ensures their GA candidates are enrolled in courses prior to starting this process.

❑ *Step 5: Offer to be Created* *(Staffing Partner take action only)*
- Once Graduate Education has approved the hire, they will move GA candidate into *Offer to be Created* phase in HCM.
- Staffing Partner will draft written offer in system (Hiring Team will **not** draft GA offer)

❑ *Step 6: Draft Written Offer* *(Staffing Partner take action only)*
- Staffing Partner drafts GA written offer in system and offer immediately goes into *Offer, Approved* phase in HCM.

❑ *Step 7: Extending & Accepting Offer on Behalf* *(Staffing Partner take action only)*
- Staffing Partner will extend the offer to the GA candidate electronically for their records. The Staffing Partner will accept the offer on behalf of direct hire based on the current business process.

❑ *Step 8: Move to HR* *(Staffing Partner take action only)*
- The Staffing Partner will submit the hire for processing, once all details to finalize the hire are in place. Final step in the recruiting process.