

### OUE Hiring Checklist

Critical Hire Justification (CHJ) required for all positions with annualized salary over \$40,000 (not required for temporary positions)	
	Upon notice of recruitment decision, <b>Asst Dir-Admin Ops</b> confirm position #, submit new position request/confirm position attributes (if needed) in OneUSG Connect
	<b>Unit Director/Admin</b> create CHJ and submits to <b>Asst Dir-Admin Ops</b> for submission to EVPR HR Director
	Once CHJ Approved, <b>Asst Dir-Admin Ops</b> create posting in Careers
	<b>Unit Director/Admin</b> coordinate search committee creation
	<b>Unit Director/Admin</b> Relay search committee members to <b>Asst Dir-Admin Ops</b> for entry into Careers
	<b>Asst Dir-Admin Ops</b> enter position recruitment info in Careers for OHR approval and posting
	<b>Unit Director/Admin</b> posts job posting link with their selected paid/unpaid recruitment sources. <i>Includes posting information on Search Matrix template</i>
	<b>Search Committee Chair</b> schedules Search Committee meetings, coordinates with <b>Unit Admin</b>
	At first meeting, <b>Search Committee Chair</b> distribute <i>Diversity Hiring Toolkit and Search Committee Charge</i> document to <b>Search Committee members</b>
	<b>Unit Director/Admin</b> return Signed Search Committee Charge Document to <b>Asst Dir-Admin Ops</b>
	<b>Department Admin</b> to create and maintain Search Matrix (template available from <b>Assist Dir-Admin Ops</b> )
	Upon Job Posting Approval, <b>Asst Dir-Admin Ops</b> notifies <b>Communications Manager</b> of position posting link, including posting end date, cc: <b>Hiring Authority/Unit Admin</b>
	<b>Search Committee Chair</b> coordinates finalist selection <b>with Search Committee Members, Unit Admin, Hiring Authority and/or Unit Director</b>
	Upon Finalist Selection, <b>Unit Director/Admin</b> submits hiring information to <b>Asst Dir-Admin Ops</b> (finalist name, start date, salary info, special terms, e.g., faculty relocation) for input into Careers
	Upon Finalist offer acceptance and successful background check, <b>Unit Director/Admin</b> sends welcome letter to candidate, cc: <b>Asst Dir-Admin Ops</b>

	Upon OneUSG notification that position is “filled/closed” <b>Asst Dir-Admin Ops</b> to monitor IAT.GATECH.EDU for EID/GTID assignment and email provisioning, advise <b>Unit Director/Admin</b> when updated
	<b>Asst Dir-Admin Ops</b> advises <b>Communications Manager</b> of new hire for directory, website updates; <b>Finance Manager</b> of salary details
	<b>Asst Dir-Admin Ops</b> rejects all remaining candidates in Careers
	<b>Unit Admin</b> to complete New Employee Onboarding form and submit to Asst Dir-Admin Ops one month after hire date with signed Staff Expectations document. <b>Hiring Authority</b> to establish 6 month probationary goals with new employee.
	<b>Asst Dir-Admin Ops</b> file New Employee Onboarding form in OUE Personnel File
	<b>Unit Director/Admin</b> to submit Employee Probationary Evaluation form (with employee and director signature) to <b>Asst Dir-Admin Ops</b> 6 months after hire date
	<b>Asst Dir-Admin Ops</b> obtains signature of VPUE or AVPUE on Employee Personnel Evaluation form and once signed, sends copy to EVPR HR Director and files copy in OUE Personnel file

### Legend

Asst Dir-Admin Ops

Unit Director/Admin

Search Committee Chair