OUE HR Hiring Process Workflow
Competitive Hire (Faculty & Classified Staff)

Unit Hiring Authority to Complete Critical Hire Justification (CHJ) form and submit to AVP for approval

Upon AVP approval, **Asst Dir-Admin Ops** submits CHJ to HR Rep for submission

Director/Hiring Authority/Unit Admin confirms attributes, and/or Asst Dir-Admin Ops creates position in MSS Position Management

Upon CHJ Approval, AND Add/Change Position Approval, **Hiring Authority/Admin** submits Recruitment Information to Asst Dir-Admin Ops for job posting (Desired start date, background check requirements & worktag, additional screening questions, special requirements, etc.)

Hiring Authority selects Search Committee and Chair, **Unit Admin** relays info to Asst Dir-Admin Ops for entry into Careers

Once all information has been collected, **Asst Dir-Admin Ops** enters job opening information, completing the pages for Job, Questionnaire, Job Posting, Required Attachments, and Hiring Team; giving access to HR Director, Unit Admin, and Hiring Authority. Once complete, job opening draft is submitted for review and posting by recruiter.

Upon job posting approval, **Asst Dir-Admin Ops** notifies **Communications Manager** of position posting link, cc Unit Hiring Authority/Admin. Job is posted on GT Careers, Inside Higher Ed, USG Applicant Clearinghouse and Indeed.com

Hiring Authority Admin to initiate and coordinate Search Committee Meetings/ Interviews, enters interview schedule in Careers (For Administrative Positions, Asst Dir-Admin Ops attends finalist interview)

Search Committee Kickoff Meeting Scheduled by **Hiring Authority Admin**

Search Committee Chair distributes HR Charge at Search Committee Kickoff Meeting, collects signed copies. Reviews Search Matrix and OUE Diversity and Inclusion Guidelines with committee.

Upon Finalist selection, **Hiring Authority Admin** to submit hiring information to Asst Dir-Admin Ops, (hiring information includes Finalist name, CV, start date, salary info, any special terms, e.g., faculty relocation)

If CLASSIFIED STAFF position, **Asst Dir-Admin Ops** updates Careers to reflect Finalist, job offer details, for HR approval. Once approved, a verbal offer can be made to Finalist.

OHR Recruiter sends copy of offer letter template to Asst Dir-Admin Ops and Hiring Authority for review. Upon approval, recruiter sends offer letter to candidate through Careers.

If FACULTY POSITION **Asst Dir-Admin Ops** submits hiring package in GT-Tracs. Once approved in GT-Tracs, offer letter can be sent to candidate by Hiring Authority. Upon acceptance, GT Tracs package is updated.

If relocation assistance is included with hire, **Asst Dir-Admin Ops** sends Employee Relocation Repayment Agreement form, and process upon return.

Finalist accepts the offer in Careers, Hiring Authority and Asst Dir-Admin Ops notified, **Recruiter** initiates background check.

Recruiter will notify Hiring Authority and Asst Dir-Admin Ops of background screening "PASS." Unit Welcome Letter can be sent to new hire by **Hiring Authority**. Talent Acquisition (TA) will initiate the onboarding process within 3 days and a link will be sent to the new hire. (TA will bypass onboarding for rehires who have completed onboarding within the last 2 years.).

Within 5 to 9 business days of onboarding completion, a GTID and USERID will be generated and a link will be sent to the new hire to establish their email account.

Note: New hire must complete I-9 and Loyalty Oath within 3 days of start date or employment may be terminated

Once hire is fully approved in OneUSG, **Asst Dir Admin Op**s notifies **Communication Manager** for org chart, staff directory, etc. updates, cc: Unit Admin and sends salary info to Finance Manager

For Faculty and Classified staff (salaried and bi-weekly) **Unit Admin** confirm pay amount with Finance Mgr via SPD. See separate instructions for Tech Temp and Student Assistants.

Unit Admin to initiate OUE onboarding form with new hire (found on OUE Admin Website) **Hiring Authority** to establish first 6 months (probationary) goals with new employee.

Onboarding form due to Asst Dir-Admin Ops 1 month after hire date

Unit Director/Admin - Probationary evaluation due to Asst Dir-Admin Ops 6 months after hire date

LEGEND:

Green – **OUE Asst Dir-Admin Ops**

Gray – **Unit Director/Hiring Authority/Admin**

Blue – **OUE Communications Manager Notification**

Job Aids/Information

Staff Hiring Process https://hr.gatech.edu/staff-hiring-process

Careers training video/slide deck https://mediaspace.gatech.edu/playlist/details/1_222kwpe1

GT-Tracs Faculty Hiring https://faculty.gatech.edu/sites/default/files/images/gt-tracs_requirements_academic_20200319.pdf

Employee Onboarding https://hr.gatech.edu/onboarding

OUE Onboarding http://oueopsguide.gatech.edu/oue-employee-onboarding-professional-development

Direct Hire Process https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0025380

Relocation Process https://policylibrary.gatech.edu/academic-affairs/relocation-assistance-policy

OneUSG Connect https://transformation.gatech.edu/hcm-internal-resources
(tip: OneUSG Connect newsletters include lists of helpful queries)