



## **UWG Hiring Process – Students**

### **JOB POSTING REQUESTS:**

- Hiring Managers must have the student position number prior to submitting the posting request.
  - The departmental budget manager or Budget Services can assist in identifying the correct position number.
- Submit the [Student Employment Job Posting Form](#).
- OHR will review posting details and submit to UWG Careers website. (Please allow 2-3 business days for your posting to be visible on the website).
- Requisitions will be posted for the specified amount of time and may be extended as needed.

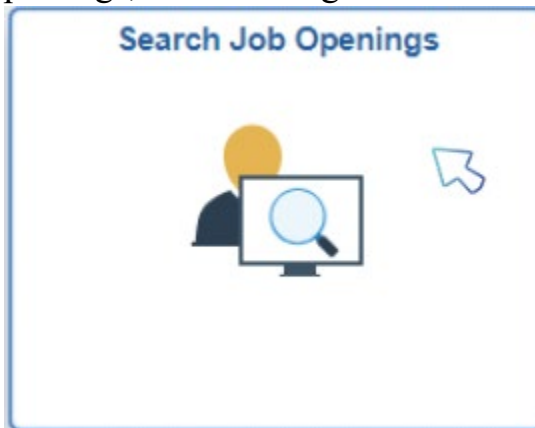
### **TRACKING APPLICANTS:**

- Hiring managers may track applicants by taking the following steps in OneUSG:

- 1) Click on **Recruiting Self Service** in Employee Self Service



- 2) Click on the Search Job Openings tile. For a full list of your active postings, do not change the search settings.



- 3) Select the appropriate job posting from the search results list.

Search Results ?			
Select	Job Opening	Job ID	Status
<input type="checkbox"/>	Student Assistant - 23' Fall - 24' Spring L/WGJ Online Help Desk Agent	263977	Open
<input type="checkbox"/>	Student Assistant - East Commons (No Posting)	263975	Open
<input type="checkbox"/>	Student Assistant - Office of the Vice President for Student Affairs	263964	Open
<input type="checkbox"/>	Student Assistant - Operations Student Leader, Admissions	263958	Open
<input type="checkbox"/>	Student Assistant - Center Pointe Suites Operations	263955	Open

- 4) From the Manage Job Opening page that appears, the hiring manager may view the list of applicants and review both application details and resumes. Job opening ID and Applicant IDs are also listed here, which will be required data for the Hire Request Form later in the process.

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Employee Referral	Application	Resume	Print	Other Actions
<input type="checkbox"/>	John Williams	11111	External	Reject On	2-Failed IQ Screen-Exp/Ed/Lic					Other Actions
<input type="checkbox"/>	John Williams	11111	External	Reject On	2-Failed IQ Screen-Exp/Ed/Lic					Other Actions
<input type="checkbox"/>	John Williams	11111	External	Interview						Other Actions
<input type="checkbox"/>	John Williams	11111	External	Interview						Other Actions
<input type="checkbox"/>	John Williams	11111	External	Interview						Other Actions
<input type="checkbox"/>	John Williams	11111	External	Interview						Other Actions

## HIRING:

- Once your posting has reached its end date and attracted an applicant pool, you may begin reviewing and contacting the qualified applicants for interviews
- Once a decision has been made, extend a verbal offer to the student(s) contingent on all onboarding steps being completed with OHR.
- If offer is accepted, submit the [Hire Request Form - Student](#)
- OHR will determine if the student meets eligibility requirements for employment. Students are considered eligible if the following conditions are true:
  - 1) Enrolled in 6 or more credit hours
  - 2) 2.0 cumulative GPA or higher
- OHR then submits the offer through Careers for Budget Services' approval.
- When the offer is fully approved, OHR sends the "Next Steps" in the onboarding process to the student and CC the time approver. These steps will include initiating a background investigation through Accurate if the

position is considered a Position of Trust, completing all new hire paperwork in the employment portal through Equifax, and completing I-9 and Security Questionnaire in-person at the Office of Human Resources. (Please note: students **WILL NOT** be allowed to work until all steps are complete and authorization is received from OHR.)

- If any of the following are true, the position is considered a position of trust:
    - The student will have access to sensitive data
    - The student will be working with minors
    - The student will be handling cash or financial transactions
  - Hiring Manager should take an active role in encouraging the student to complete all onboarding steps outlined in the “Next Steps” communication.
  - Official start date will be determined when all onboarding steps are complete. A Work Authorization will be issued by OHR and work may commence.
  - Hiring Manager is responsible for reaching out to student to establish work schedule and to ensure that student has all information needed for first day of work (i.e. where to report, dress code, etc.).
- ➔ **IMPORTANT TO REMEMBER:** Students are NOT allowed to work until the work authorization email has been received.