Student Hire Process

**New Hire**
- Receive offer, accept position

**HR Service Center Associate**
- Advertise position, select a candidate and issue offer
- Determine Hire process steps (BGC, DocuSign, Service Center Visit)
- Review HRA, discuss questions/concerns with unit HR department; make adjustments (if necessary)

**Unit HR Department**
- Submit Hire request via HRA (include start date, position information, and email address)
- Review HRA for unit approval

**Department Manager**
- Complete HRA status: In Process
- Send Welcome email and DocuSign. Assign for BGC (if required)
- Send BGC, DocuSign and SC visit complete. Enter information in HRIS, send follow up email
- If hire does not complete steps, email manager for assistance

**HR Service Center Specialist**
- Complete authorization for BGC (if required)
- Complete DocuSign. Schedule Service Center visit (if visit is required)
- Complete HRA status: Pending Approval
- Review HRA, discuss questions/concerns with unit HR department; make adjustments (if necessary)
- Review HRA Discrepancy report to verify accurate system data

**HR Service Center**
- Visit Service Center to complete final hire forms (if required)
- HRA status: Complete

**Note:**
- GA Hires only will be entered in system prior to SC visit to meetFeeAuth deadline.
- Grad Fellows require only DocuSign, no SC visit.

**Timeline:**
- Please provide **10 business days** prior to proposed start if background check is required, **3 business days** for those without.
- Welcome Email sent within **1 business day** of HRA final approval
- Follow up email will be sent upon completion of all steps. At that time the student may begin working.

**Documentation:**
- Letter of offer is recommended for students
- Federal Work Study signed referral form required for all FWS positions
- Signed Graduate Appointment Document required for all GA hires and new contract years.

**Communication:**
- Welcome email – outlines hire process steps
  - To: Employee, CC: Supervisor & HRP
- Follow up email – Confirms hire process is complete and employee may begin working
  - To: Employee, CC: Supervisor & HRP
- SC Comments located in HRA with process updates

**Key:**
- Next step
- Conditional step
- If step is denied
- Approval step
- Start and Finish