

## Best Practice Guide for Hiring Authorities | Student Affairs Staff Searches

This guide is intended to serve as a resource to hiring authorities in the Division of Student Affairs when preparing to fill a vacant staff position. Each section covers one step in the recruitment process, and provides guidance on how to strategically approach searches. Utilizing this guide will help promote an informed, consistent, and equitable experience for candidates, hiring authorities, search committees, and other relevant stakeholders.

Target Completion Date	Task	Considerations + Action Items	Responsible Parties	Actual Date Completed
	<b>Review Unit Needs</b>	<ul style="list-style-type: none"> <li>Have our business needs changed since we last filled this role?</li> <li>Do we still need this position as it is written/classified?</li> <li>Should we re-think the role to better meet the strategic needs of our unit?</li> </ul>	Hiring authority + supervisor (if applicable)	
	<b>Position Description Review</b>	<ul style="list-style-type: none"> <li>Do the preferred qualifications align with the position classification?</li> <li>Do the job responsibilities and percentages accurately reflect the scope of work?</li> <li>If major changes are needed, consider consulting with <b>Talent Management</b></li> <li>If necessary (because of changes to the PD), submit position for UHR evaluation in UGAJobs</li> </ul>	Hiring authority + Talent Management (if applicable)	
	<b>Determine Salary &amp; BCAT</b>	<ul style="list-style-type: none"> <li>Refer to <a href="#">USG BCAT</a> information</li> </ul>	Hiring authority + unit's HR/financial department(s)	
	<b>Submit Request to Fill</b>	<ul style="list-style-type: none"> <li>Complete <a href="#">Request to Fill</a> form</li> </ul>	Hiring authority	
	<b>Determine External Advertising</b>	<ul style="list-style-type: none"> <li>Refer to <a href="#">External Advertising Information</a> document</li> <li>Consider diverse advertising sources</li> <li>Include advertising sources in UGAJobs</li> </ul>	Hiring authority + Talent Management	

		<ul style="list-style-type: none"> <li>Consult with Talent Management</li> </ul>		
	<b>Select Search Committee/Chair</b>	<ul style="list-style-type: none"> <li>Consider position interaction, diverse perspectives, and individuals who will be impacted by the position</li> <li>Ensure committee members have time to commit to the search</li> <li>Ask participants prior to posting the position – See sample <a href="#">Search Committee Invitation</a></li> </ul>	Hiring authority	
	<b>Submit Position to Post (UGA Jobs)</b>	<ul style="list-style-type: none"> <li>Include salary and/or salary range in all postings for transparency and equity</li> </ul>	Unit HR liaison	
	<b>Deliver Search Committee Charge</b>	<ul style="list-style-type: none"> <li>Include overview of the position and desired qualifications</li> <li>Share the proposed search timeline</li> <li>Encourage members to share the opportunity with their networks</li> <li>Emphasize the importance of confidentiality</li> <li>Refer to sample <a href="#">Search Committee Charge Meeting Agenda</a></li> </ul>	Hiring authority	
	<b>Select Candidates for First Round Screening Interviews</b>	<ul style="list-style-type: none"> <li>Hiring authority and/or Search Chair completes the <a href="#">Application Evaluation Rubric</a> and distributes to committee</li> <li>Search Chair sets Applicant Review Meeting</li> </ul>	Hiring authority  Search Chair + Search Committee	
	<b>Informational Phone Calls</b>	<ul style="list-style-type: none"> <li>Informational calls with candidates of interest should be performed prior to screening interviews</li> <li>Refer to sample <a href="#">Informational Call Template</a></li> </ul>	Search Chair	

	<b>Conduct Screening Interviews</b>	<ul style="list-style-type: none"> <li>Screening interviews should be conducted via Zoom</li> <li>Refer to <a href="#">Competency-Based Questions</a></li> <li>Utilize <a href="#">Candidate Evaluation Form</a></li> </ul>	Search Committee	
	<b>Debrief with Search Chair</b>	<ul style="list-style-type: none"> <li>Recommendations for finalists are shared with the hiring authority</li> </ul>	Hiring authority + Search Chair	
	<b>Notify Candidates not Selected</b>	<ul style="list-style-type: none"> <li>Refer to <a href="#">Candidate Regret Guidelines</a> document</li> <li>First round regrets should be performed</li> </ul>	Search Chair	
	<b>Conduct Finalist Interviews</b>	<ul style="list-style-type: none"> <li>Via Zoom or on campus – Should be consistent among candidates (if possible)</li> <li>Confirm availability of all participants prior to scheduling</li> <li>Provide all participants, including candidates, with a detailed agenda</li> </ul>	Hiring authority + other relevant stakeholders	
	<b>Perform Reference Checks</b>	<ul style="list-style-type: none"> <li>Receive approval from the finalist(s) to check references</li> <li>Refer to the <a href="#">Reference Check Guidelines</a> document</li> </ul>	Hiring authority	
	<b>Extend Offer</b>	<ul style="list-style-type: none"> <li>Obtain HR and departmental <a href="#">approval</a> to make the offer prior to contacting the candidate</li> <li>After candidate verbally accepts, follow up with applicable <a href="#">offer letter</a></li> <li>Explain to candidate UGA's background check process and encourage candidate to promptly respond to BI emails</li> </ul>	Hiring authority	

	<b>Perform Regret Calls with Finalists not Selected</b>	<ul style="list-style-type: none"> <li>Refer to <a href="#">Candidate Regret Guidelines</a> document</li> <li><b>Note:</b> Ensure successful candidate is confirmed to start prior to performing regret calls with remaining viable candidates</li> </ul>	Hiring authority	
	<b>Update Applicant Statuses and Submit Hiring Proposal in UGA Jobs</b>	<ul style="list-style-type: none"> <li>Refer to <a href="#">Guide to Moving Applicants Through the Workflow</a></li> </ul>	Applicant manager + Hiring authority	
	<b>Prepare New Employee Onboarding Plan</b>	<ul style="list-style-type: none"> <li>Prepare to onboard your new employee – <a href="#">New Employee Checklist</a></li> <li>Announce hire to appropriate audience (via email) when the hiring proposal is approved in UGA Jobs</li> </ul>	Hiring authority	
(Insert Target Start Date)	<b>New Employee Starts</b>	<ul style="list-style-type: none"> <li>Unit welcomes new staff member</li> </ul>	Hiring authority + Unit	