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.

As of October 1, 2023, any individual involved in the search process (hiring authority, search chair, search committee, students, etc.) must complete the mandatory UGA Employee Recruitment Training prior to beginning the search. Hiring authorities must confirm with University Human Resources (UHR) that each participant has completed the training by emailing pep@uga.edu. The training can be found on the Professional Education Portal (PEP) website by searching "UGA Employee Recruitment Training".

Target Completion Date	Task	Considerations + Action Items	Responsible Parties	Actual Date Completed
	Review Unit Needs	- Have our business needs changed since we last filled this role? - Do we still need this position as it is written/classified? - Should we re-think the role to better meet the strategic needs of our unit?	Hiring authority + supervisor (if applicable)	
	Position Description Review	- Do the preferred qualifications align with the position classification? - Do the job responsibilities and percentages accurately reflect the scope of work? - Refer to **Guide for Writing Effective Position Descriptions** - If major changes are needed, consider consulting with **Talent Management** - If necessary (because of changes to the PD), submit position for UHR evaluation in UGAJobs	Hiring authority + Talent Management (if applicable)	
	Determine Salary & BCAT	Refer to **USG BCAT** information	Hiring authority + unit's HR/financial department(s)	

	Submit Request to Fill	• Complete **Request to Fill** form	Hiring authority	
	Determine External Advertising	• Refer to **External Advertising Information** document • Consider diverse advertising sources • Include advertising sources in UGAJobs • Consult with Talent Management	Hiring authority + Talent Management	
	Select Search Committee/Chair	• Consider position interaction, diverse perspectives, and individuals who will be impacted by the position • Ensure committee members have time to commit to the search • Ask participants prior to posting the position – See sample **Search Committee Invitation**	Hiring authority	
	Submit Position to Post (UGA Jobs)	• Include salary and/or salary range in all postings for transparency and equity	Unit HR liaison	
	Deliver Search Committee Charge	• Include overview of the position and desired qualifications • Share the proposed search timeline • Encourage members to share the opportunity with their networks • Emphasize the importance of confidentiality • Refer to sample **Search Committee Charge Meeting Agenda**	Hiring authority	
	Select Candidates for First Round Screening Interviews	• Hiring authority and/or Search Chair completes the **Application Evaluation Rubric** and distributes to committee • Search Chair sets Applicant Review Meeting	Hiring authority Search Chair + Search Committee	

	Informational Phone Calls	• Informational calls with candidates of interest should be performed prior to screening interviews • Refer to sample **Informational Call Template**	Search Chair	
	Conduct Screening Interviews	• Screening interviews should be conducted via Zoom • Refer to **Competency-Based Questions** • Utilize **Candidate Evaluation Form**	Search Committee	
	Debrief with Search Chair	• Recommendations for finalists are shared with the hiring authority	Hiring authority + Search Chair	
	Notify Candidates not Selected	• Refer to **Candidate Regret Guidelines** document • First round regrets should be performed	Search Chair	
	Conduct Finalist Interviews	• Via Zoom or on campus – Should be consistent among candidates (if possible) • Confirm availability of all participants prior to scheduling • Provide all participants, including candidates, with a detailed agenda	Hiring authority + other relevant stakeholders	
	Perform Reference Checks	• Receive approval from the finalist(s) to check references • Refer to the **Reference Check Guidelines** document	Hiring authority	
	Extend Offer	• Obtain HR and departmental **approval** to make the offer **prior** to contacting the candidate • After candidate verbally accepts, follow up with applicable **offer letter** • Explain to candidate UGA's background check process and encourage candidate to promptly respond to BI emails	Hiring authority	

	Perform Regret Calls with Finalists not Selected	• Refer to **Candidate Regret Guidelines** document • **Note**: Ensure successful candidate is confirmed to start prior to performing regret calls with remaining viable candidates	Hiring authority	
	Complete Candidate Dispositioning Spreadsheet	• Refer to **Candidate Dispositioning Spreadsheet** • Return completed spreadsheet to your unit HR liaison • **Note**: These are kept on file and are subject to open records requests	Search Chair and/or Hiring authority	
	Update Applicant Statuses and Submit Hiring Proposal in UGA Jobs	• Refer to **Guide to Moving Applicants Through the Workflow**	Unit HR Liaison	
	Prepare New Employee Onboarding Plan	• Prepare to onboard your new employee – **Supervisor's Toolkit for Onboarding** • Announce hire to appropriate audience (via email) when the hiring proposal is approved in UGA Jobs	Hiring authority	
(Insert Target Start Date)	**New Employee Starts**	• Unit welcomes new staff member	Hiring authority + Unit	