CLAYTON STATE UNIVERSITY
School of Graduate Studies

# Steps to the Graduate Assistantship Hiring Process
# Please read thoroughly!!

Below are the steps to the hiring process. There are several steps, but it is best to understand the process to ensure you meet the deadlines and successfully bring a graduate assistant onboard.

**STEP 1: Recruitment and Identification of Graduate Assistantship Applicant(s)**

- ✓ Hiring managers should complete a job description that includes (1) type of assistantship with duties and responsibility; (2) specifications of the job's requirements; (3) number of work hours required of the graduate assistant each week; and, (4) objectives for student learning.

- ✓ Competitive assistantship position announcements (i.e., position announcements that will be open to graduate student applicants from any program) should be posted on LakerCareer Zone a minimum of eight (8) weeks prior to the start of the semester for which the assistantship will occur.

**STEP 2: Confirmation and Agreement to Graduate Assistantship Duties and Responsibilities**

- ✓ Once a graduate student candidate has been selected, the Hiring Manager and graduate student will discuss and sign the "**Graduate Assistantship Duties and Responsibilities**" and "**Graduate Assistantship Agreement**" forms.

**STEP 3: Completion of Background Investigation**

- ✓ The Hiring Manager will initiate a background investigation with the Office of Human Resources (HR). **Note:** A Graduate Assistantship cannot begin until the Background Investigation process has been successfully completed. **To request the Background Investigation (BI) the Hiring Manager must:**
  - o Complete the ACCURATE Background Investigation Request Form for each candidate who requires such using this electronic form: HR Service Now: ACCURATE Background Investigation Form
  - o Attach the position description to the Service Now Portal Request Form.
  - o **IMPORTANT**: Have the candidate complete and return to HR the Security Questionnaire and Loyalty Oath (notarized) within 72 business hours (3 business days) from the date the Hiring Manager requests the Background Investigation (BI). Failure to do so will delay the process.
  - o HR **will not** accept any Security Questionnaires or other forms prior to the Hiring Manager initiating the BI request. If a P-Card is required for the position, a P-Card Background Investigation must also be completed. P-Card Background Checks require additional information from the Hiring Manager and Candidate, please contact HR to learn the additional requirements and documentation needed.

- ✓ Initiating the background investigation will result in the candidate and Hiring Manager receiving an email from HR with instructions for the candidate to use the link in the email to download and complete the Security Questionnaire/Loyalty Oath.

- ✓ The candidate will have three (3) business days to provide the Security Questionnaire/Loyalty Oath to HR. The candidate can sign the document in the presence of a notary and fax the notarized and signed document to Attn: Human Resource Administrator at (678) 466- 4239 or stop by HR and sign the questionnaire in the presence of an HR representative. HR will then notarize the questionnaire. **Note:** Assistantship candidates who are international students are required to have a tax identification or social security number in order to complete a background investigation. To apply for a tax identification or social security number, candidates will need to submit copies of the approved "Graduate Assistantship Agreement" to the International Student Services Office and receive work authorization approval.

- ✓ At the same time the candidate receives and email from HR instructing them to complete the Security Questionnaire/Loyalty Oath, they will also receive an email from Accurate to complete their background investigation online. Instruct the candidate to look in their junk or spam folder in case some emails from Accurate are being sent to those folders. The candidate will have five (5) business days to complete the background online from the date they receive the email from Accurate. The background will expire if the candidate does not complete their part and the Hiring Manager will have to initiate another background investigation and begin the process over.

**STEP 4: Submission of Completed Paperwork to School of Graduate Studies**

- ✓ Once the background investigation concludes, the Hiring Manager will receive an email from HR indicating if the background has cleared. The Hiring Manager will submit a copy of the clearance email, from HR, to the Graduate Program Director.

- ✓ The Graduate Program Director will submit a copy of the background email and completed and signed Graduate Assistantship Agreement and Graduate Assistantship Duties and Responsibilities forms to the Academic Dean (or designee) of the respective college or Division Lead.

- ✓ The Academic Dean (or designee) or Division Lead will submit all completed forms (i.e., Graduate Assistantship Duties and Responsibilities and Graduate Assistantship Agreement, and the copy of the HR email, to the School of Graduate Studies (SoGS).

- ✓ All documents must be submitted by no later than the deadlines listed below:

**Deadlines for Submission of Paperwork to SoGS:**

**Fall Semester = July 1st**
**Spring Semester = November 1st**
**Summer Semester = April 1st**

**Internal Procedures to Processing Assistantships**

Once the Dean of School of Graduate Studies is notified of the total number of waivers, the list of students, and the waivers' percentage (100% or 50%), will be sent to the Bursar's office by the dates below:

- ➢ Fall semester= August 1st
- ➢ Spring semester = December 1st
- ➢ Summer semester = May 1st

Once the Bursar's office calculates and applies the waiver amounts to the students' accounts, the Bursar will send a memo to the Vice President of Business and Operations and the Provost; with carbon copies to Budget and Finance, the School of Graduate Studies, and other essential departments. The memo will contain the student's names, Laker ID numbers, semester, and the dollar amount awarded to each student. Note: new and continuing assistantships must be reported every semester.

***Note: The following <u>additional</u> steps are ONLY for graduate assistantship applicants receiving a stipend***

**STEP 5: HR Process for Graduate Assistantship w/ Stipends**

- ✓ For those hiring managers who are also providing a stipend with their graduate assistantships, once the background has cleared and the Hiring Manager receives the email from HR. The email will include two links. The first link is to the New Hire packet. The Hiring Manager will need to send this link to the New Hire packet to the candidate. The candidate then needs to complete the forms and provide the forms to HR.

- ✓ The Hiring Manager will need to inform the candidate that they must present a passport or driver's license and social security card when submitting their New Hire packet to HR. These documents are needed to complete the I-9 Employment Verification form.

- ✓ The candidate must also present a blank, voided check or documentation from the bank showing the name on the account and account/routing number.

- ✓ The second link in the email to the Hiring Manager from HR is to the Personnel Action Form (PAF). The Hiring Manager needs to complete the PAF, obtain all signatures through the Vice President of the hiring division, and forward the PAF to HR for processing. HR will log, review and forward the PAF to the Budget & Finance Office. A link to the form can also be found at http://www.clayton.edu/Portals/24/docs/personnel-action-form-PAF.pdf.

- ✓ Upon approval by Budget & Finance, the PAF will be returned to HR. The PAF is then forwarded to the HR Director for signature. Once approved, the PAF and New Hire packet is forwarded to the HR Associate or Coordinator for processing and a start date is established.

- ✓ HR will send a New Hire email to the Hiring Manager and new employee indicating the official start date. The start date for monthly paid employees can be any day of the month. Monthly paid employees' pay will be prorated based on the start date.