Overview of the Process for Fall 2022
Three Approaches

Walkthrough of Hiring Steps
Handshake, HR Connect, Graduate Assistant Handbooks

Fall 2023 Process Updated and Solidified in October 2022
Important for Graduate Program Recruitment

Open Question and Answers
What are the Lingering Questions
Fall 2022 Three Approaches

**01 GA Already Identified**
1. Use GA Hiring Form to Request Approval from your VP to Hire
2. Upload completed GA Hiring Form into HR Connect
3. Work with Student to complete HR Connect Steps

**02 Need to Advertise for GA**
1. Receive Approval to Post in Handshake
2. Post in Handshake
3. Hire and Follow HR Connect Process

**03 Request New GA Line**
1. Work with your Director/AVP/VP or Dean to request and identify funding for position
2. Present position with approvals to SrVP/VP for review
3. Follow the steps in approach 1 or 2
Pre-Hiring to Start Date

Budget to Posting to HR Paperwork and Payroll

1. Position is Budgeted and Approved
   Position has been reviewed, approved and budgeted

2. Post in Handshake
   Work with Career and Professional Development's centralized Handshake app for posting all new GA positions and undergraduate student work-study positions

3. Review Applicants and Make Hire
   Pull applications from Handshake and work with hiring committee/manager to select candidate. Submit GA Hiring Form to HR Connect

4. HR Connect, Payroll and Required Paperwork
   Upload necessary documents into HR Connect and work with GA and/or student work-studies to complete all necessary hiring paperwork. Once approved, student can begin work and then complete other necessary, post-hire trainings needed
OPEN Q&A