Hiring Process effective SU21

Hiring staff (postdocs, visiting scholars, etc.):
1. Inform Alex Mobley of position and provide the following information:
   a. Job Title
   b. Dates of hire/length of position
   c. Position Justification
   d. Job Description
   e. Weekly Hours
   f. Minimum education or required qualifications
   g. Funding source
   h. Suggested salary range
   i. Length of posting – one week, 2 weeks and amount
2. Review applications and inform Jane Douglas which applicant should be hired.
3. If a lecturer or visiting fellow, you must also send the completed Period Activity Pay Template.

Hiring a GA:
1. Inform Alex Mobley of GRA offer and provide funding source.
2. Alex creates position, CFAES TA Jane Douglas emails faculty member and CCs Alex when the position is posted.
3. Alex instructs GRA to apply to the position. Once application is complete the posting will be removed and the student will be hired.

Continuing GAs:
Alex Mobley will email faculty 3 months prior to the starts of AU term and 6 weeks prior to the start of SP and SU terms to confirm funding for GRA’s.

Termination
GRAs that are graduating will be terminated by Alex Mobley at the end of the semester. If your GRA will be leaving their position prior to the end of their last semester, inform Alex Mobley of the exact date. Staff should resign through Workday by selecting “Job Change” and then “Resign.” Faculty are responsible for monitoring and returning any technology equipment through IT. Instructions can be found here.