

PROFESSIONAL STAFF CANDIDATE SEARCH PROCESS

Purpose: The purpose of these procedures are to suggest an outline and guide staff on the search process for professional staff from start to finish.

Scope: These guidelines applies to Recreational Sports professional staff.

Suggested Procedures:

I. LETTERS OF RESIGNATION

- a. All professional staff members are required to provide their resignation details in writing to their immediate supervisor by either a letter on official letterhead or via email.
- b. The immediate supervisor should reply back to the staff member and copy their Associate Director, the Business Manager, and Director. They will need to indicate that they accept the resignation.
- c. A member of the Business Services staff will reply all that the department accepts the resignation along with the effective date and will copy a representative from Central HR and from the Office of the VP for Student Affairs.
- d. It is encouraged that a professional staff member provide at least a full two-week notice, if not longer in order to ensure that their job is wrapped up accordingly.

II. REQUEST TO FILL POSITION

- a. https://studentaffairs.uga.edu/uploads/docs/SA_Request_to_Fill.pdf
- b. A request to fill form must be submitted to the Office of the VP for Student Affairs before any vacant positions can be posted in iPaws for recruitment. This step is completed by a member of the Business Services staff.
- c. Upon approval, the position can be created in iPaws for posting.

III. iPAWS

- a. iPaws is UGA's integrated position, applicant and workforce system.
- b. All positions that are non-student positions must be created in iPaws in order to capture the applicant pool and hiring process.
- c. A member of the Business Services staff will ask upon resignation that the current job description be evaluated and updated prior to posting the position online.

- d. a member of the Business Services staff will create all professional, full-time postings. Any postings that are for temporary, part-time staff will be created by the Business Manager.
- e. Once a search committee is selected, a set of guest log-in credentials will be requested and provided to each search committee member.

IV. SEARCH COMMITTEE

- a. The Associate Director that oversees the reporting line of the vacant position will be responsible for suggesting the search committee.
- b. The committee will consist of the a member of the Business Services staff (or their designee), the reporting Associate Director (or their designee) and 2-4 other members.
- c. An initial search committee meeting should be scheduled to allow the Director to provide a search charge to the group as well as to discuss the tentative interview schedule.

V. SEARCH PROCESS

- a. Initial Review
 - i. The search committee will be given an allotted timeframe to review the applicants and create a list of potential virtual/phone interview candidates.
- b. Virtual/phone Interviews
 - i. There is not a limit to the amount of virtual/phone interviews that can be done for each position.
 - ii. It is suggested by the Director that anyone that is qualified should be granted a virtual/phone interview, not just the top 3-5 candidates.
- c. In-Person Interviews
 - i. Once a short list is created by the search committee, a member of the Business Services staff or the reporting Associate Director will contact the candidates and schedule an in-person interview if appropriate.
 - ii. If conducting on-campus visits, The department will book a room at the Georgia Center Hotel for a one-night stay.
 - iii. The department will reimburse the candidate for flight expenses or mileage based on their location from campus.
 - iv. The department will reimburse the candidate for in-state (UGA-Athens) meal reimbursement at the travel rate of 75% per travel day.
 - v. Each candidate must provide some sort of presentation or group facilitated activity in order to be reimbursed for travel expenses.

- vi. A current UGA employee is not eligible for reimbursement.
 - 1. When attending the dinner and/or lunch with a UGA candidate, someone from the professional staff must pay and then be personally reimbursed.
- vii. The department will reimburse members of the professional staff that attend a candidate dinner or lunch. Please see the a member of the Business Services staff with any questions you have.

IV. SELECTION

- a. Once a candidate has been selected, a member of the Business Services staff will generate an offer letter that must be approved by the Office of the VP for Student Affairs prior to contacting the candidate. This letter will include a tentative start date and annual salary.
- b. Once the letter is approved, the candidate may be contacted. If negotiations occur and are approved by the Director, a revised offer letter must be created and approved again by OVSPA.
- c. Once the candidate signs and returns the offer letter, a hiring proposal is submitted by the Business Manager in iPaws. This will initiate the background investigation.
- d. Upon the completion of a successful background investigation, a member of the Business Services staff will notify the immediate supervisor, reporting Associate Director and Director that the hiring process is completed.