New Processes for Hiring GA's (to begin with Fall 2020 new hires)

1. **Jobs4Govs**
   - All GA positions will be posted in Jobs4Govs
   - Students must apply through Jobs4Govs
   - An applicant will not have access to Jobs4Govs to apply unless they have submitted a graduate application for admission or were previously an APSU student
   - GA's must be selected through Jobs4Govs

2. **DocuSign**
   - Offer letters, GA agreements, and initial hiring paperwork will be sent through DocuSign (domestic students)
   - Current procedures will continue for international students

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Hiring department Responsibilities:
- ✓ Ensure GA positions are correctly posted in Jobs4Govs
- ✓ Review applications and select GA's for hire in Jobs4Govs
- ✓ Submit GA Data Entry forms to CoGS for all new and returning GRA's and GTA's. (CoGS will create GA data entry forms for GAA's.)
- ✓ Review offer letters and sign GA agreements through DocuSign
- ✓ Provide department-specific information to the student (training, duties, schedule, etc.)

College of Graduate Studies Responsibilities:
- ✓ For each selected applicant, initiate a packet in DocuSign containing an offer letter, GA agreement, hiring forms, and instructions
- ✓ Upon receiving the completed packet, notify the student about attending an orientation and completing required online training
- ✓ Ensure hiring paperwork, data entry forms, and payroll deduction forms (if applicable) are provided to HR
- ✓ Ensure GA information is sent to Student Accounts for posting of awards
- ✓ Ensure GA information is sent to Finance to ensure appropriate funding is applied

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Outline of hiring:
1) Job is posted in Jobs4Govs; students apply
2) Department makes selections
3) CoGS initiates packet through DocuSign; packet goes to department for review of offer letter and signature on GA agreement. Dean of CoGS receives and signs GA agreement. Packet goes to student.
4) Student receives and completes packet or rejects offer
5) Packet received by CoGS and HR.
6) HR emails student with regard to background screening and I-9
7) CoGS notifies student about orientation and online training
8) Student attends orientation (receives general info and presents documents for I-9)
9) Student attends any department-specific training
10) Student begins assistantship on first day of classes for the semester