Critical Hire Process: 5 Things You Need to Know!

The Office of Human Resources is excited to provide guidance as a refresher for the Strategic Critical Hire process. In accordance with the University System of Georgia (USG), the Critical Hire Justification process became effective December 2019. Please see below important tips for Hiring Managers to navigate the Critical Hire Process in partnership with the Office of Human Resources.

1) A Critical Hire form is required for all new or vacant staff and faculty administrative positions (full-time, regular), exempt or hourly, including all funding sources. Please submit one position, per form. Positions with an anticipated salary above $40,000 will be submitted to the USG for system office approval.

2) All new or vacant positions require a 60-day waiting period. The 60-day waiting period may be waived upon President or Chief Business Officer approval (waiver request may be elected via the checked box on the critical hire form).

3) The Critical Hire Process also applies to reclassifications where a resulting pay grade is $40,000 or higher. Reclassification is a reevaluation of a position that results in a title change and/or pay grade change (with or without a salary increase).

4) Promotions will also undergo the Critical Hire Process, except in the instance of career progression for positions in an established career path or structure (i.e., employee promotion/reclassification from an associate to intermediate grade).
   a. Promotional increases above 10 percent may require additional justification and review and approval by Human Resources and the Chief Business Officer
   b. Any transition from interim to permanent will undergo the Critical Hire process
   c. A salary increase, which exceeds $100,000 and exceeds the salary midpoint of the new or existing grade may require additional USG (Chancellor) approval, which the completion of the Critical Hire Process will satisfy.

5) UWG Internal Review: Human Resources has established an internal process to review and validate institution position needs, as well as, personnel and pay actions that do not require USG approval or actions not permanent in nature. The Critical Hire form will serve as the primary document to review, manage and process all new and vacant position requests, reclassifications and promotions. HR may require additional forms to adhere to internal, established procedures such as in-range adjustments, supplemental pay requests, temporary or interim appointments, dual appointments, continuing education pay, etc.
Important Points

The Critical Hire form should be initiated and completed by the appropriate administrator who is the immediate supervisor respective to the position/reclassification/promotion for consideration, and should be reviewed by the Divisional Vice President or Dean prior to submission.

Supervisors should consult with department HR Business Partner for consultation regarding new or vacant positions, reclassification, promotions and other personnel actions prior to initiating the Critical Hire Process.

***Human Resources recommends managers and/or divisional leadership consult with respective Budget Analyst regarding position funding and applicable amendments, prior to CBO review and approval.

For department or divisional reorganizations, an org chart is recommended to accompany the Critical Hire form submittal.

For grant or contract funded positions, please submit the award letter and documentation that supports the requirements for personnel and the compensation rates that have been agreed to.

The approval workflow has been updated to ensure appropriate CBO review prior to a final review and approval by the President (Divisional VP > Chief Business Officer > President) for all critical hire requests.

All critical hire requests should be completed using the attached UPDATED form.

Completed Critical Hire forms with all signed approvals should be submitted to crithire@westga.edu.

Critical Hire requests submitted to UWG Human Resources by Monday at close of business each week may receive a response no later than Friday at 5 p.m. the same week.

For questions regarding critical hire, please contact any member of the HR/Talent Management team.