

General Spring Hiring Timeline

(Use to help with hiring process; can be modified to your needs)

Date	Activity	Notes
First week of November	<i>Post Job</i> for Spring with position closing on Sunday prior to Thanksgiving Break	Complete " On Campus Job Posting Form "
	Determine interview location.	If needed: <i>Reserve room</i>
	<i>Block out interview dates on calendar.</i>	Be sure to contact individuals that may interview candidates with you.
Week of Thanksgiving Break	Monday - Review applications; Tuesday - contact selected candidates for interviews; courtesy email to candidates that did not qualify	Use the method that is best for you. SE receives multiply applicants so we use a spreadsheet to keep us organized.
First Week of December	Mon & Tues - Interviews	Good time to go over expectations and job description during the interview.
	Wed - Contact new hire(s)	Call candidate and email information on completing New Hire paperwork with Human Resources if they have never worked on-campus before. (see Student Employment website for a Hiring Check list.) <u><i>Get Social Security Number while on the phone with student.</i></u> Student(s) may need the weekend to retrieve ID from home. Encourage them to do this before they leave for Winter Break so they will be in ADP and ready to work when they return in January.
	Wed - Phone Call to those interviewed but not chosen	Suggestion: "Thank you for interviewing with us. Unfortunately, you were not chosen for the position." In our experience, students don't get mad, but appreciate the phone call. Some may ask why you didn't choose them, but most will not.
	Complete PAR (will need student's social security number)	Check Payroll Schedule for Effective Start Date (beginning of pay period) http://www.westga.edu/hrpay/index_13833.php Send PAR to Financial Aid if Graduate Assistant (GA) or Federal Work Study (FWS); all other PAR's go to Budget
First day back to UWG in January	New worker can start (as long as PAR and New Hire paperwork has been completed)	First day for worker: give tour of office; sign Confidentiality Agreement if needed; review expectations, dress code, breaks; training (most students don't know how to answer a phone, use a copier, greet a customer, etc. you must train them on how you want it done)
Periodically	Feedback	Give positive feedback on what they are doing right. Let them know constructively if they need to modify a behavior or action. They may need more training in a certain area. Always end the conversation on a positive. We encourage an end of the semester evaluation (see SE website). It's not just a job. This is your chance to impact someone's life and help them grow.