<u>Step-by-step GA/TA/GSW Hiring Process for NEW Graduate Student Employees</u>

The following steps detail the process for hiring NEW graduate students into Graduate Assistant, Teaching Assistant, and Graduate Student Worker positions. For simplicity, the term GA is used to refer to any GA/TA/GSW applicant.

Graduate students continuing in a position follow the Continuing Graduate Student employee process

1. Hiring department identifies the student that they want to hire as a GA
    a. Through recruitment or they can post on career services job board
2. Hiring department sends the GA application to the Graduate College via the <u>online portal</u>.
    a. This online portal can be found on the Graduate College page under the tab that says "Graduate Assistant Information" at the very bottom of the screen titled "Submit Graduate Assistant Application Here" .
    b. The application is logged into the shared Google worksheet. This worksheet is shared with all appropriate hiring managers, HR (i.e. Tana and Jeanetta), and the scholarship department for application of GA tuition waivers.
3. The Graduate College reviews the application for eligibility requirements as outlined in the <u>Graduate Student Employment Handbook</u>.
    a. This handbook can also be found in the Graduate College page under the tab that says "Graduate Assistant Information" in the middle of the page.
    b. The Graduate College decision is logged on the shared Google worksheet. If the student needs to complete additional steps for eligibility (e.g. enroll), the hiring manager and student are notified of next steps.
4. If the student meets all eligibility requirements, the Graduate College notifies the hiring department of the decision via email and sends a copy of the approved GA application to the hiring department.

a. The Graduate College requests that the PAF (Personnel Action Form) for the applicant be sent to our office to hold for HR. The PAF is reviewed and signed by the Graduate Dean. Once the student completes the application in Cornerstone (step 8.a.), the PAF is forwarded for appropriate signatures.

b. The Graduate College logs receipt of the PAF in the shared Google worksheet.

5. The Graduate College submits the requisition for the position via Cornerstone with Joshua McCollum being listed as the manager. Note: as this is the first time that GA applications are being processed through Cornerstone, HR is responsible for building the requisition templates, and they are built upon request. Once built, these will be used any time the position number is being filled by a new applicant. Date of requisition request is logged on the shared Google worksheet.

6. After the requisition is approved in Cornerstone by the Graduate College Dean and the appropriate hiring department personnel, the job is listed on NSU's job board. HR is responsible for posting the position on the NSU job board.

7. The date the job is posted and the requisition number is logged on the shared Google worksheet.

8. The applicant is notified by the Graduate College that the job is posted on the job board.

a. The email date is logged on the shared Google worksheet.

b. The following language is sent to the applicant by the Graduate College:

> Congratulations on being selected as a graduate assistant (or TA, or GSW as the position requires) for NSU! Your next step is to complete the *required* Human Resources (HR) application. Please complete the HR portion of the application at this link: https://nsuok.csod.com/ux/ats/careersite/4/home?c=nsuok

> Select the job listed as:

> *(Job Title from job board is inserted here)*

> Please complete this application at your earliest opportunity. You will not be able to start working until all HR documents are completed and you receive your offer letter.

After you submit the HR application, contact Tana Hendrickson at 918-444-2231 or hendri17@nsuok.edu to schedule your HR appointment to complete your HR paperwork for employment. Also after you submit the application, HR will send you an email to initiate and complete your background check. The background check is a required step in the hiring process.

Please continue to monitor your email for further contact from HR or the Graduate College.

Email sent from the hiring managing system will be from noreply@csod.com for your reference. If you receive any emails from that address, please read and take the requested action.

9. Cornerstone is monitored daily by the Graduate College via email updates and visual checks for new applications.
   a. After the applicant applies in Cornerstone, they are moved to "background check" status in Cornerstone by the Graduate College.
   b. The status is updated on the shared Google worksheet.
   c. The PAF is forwarded from the Graduate College for appropriate signatures. The date the PAF is moved forward is logged on the Google worksheet.
   d. Tana Hendrickson sends out an email to the applicant directing them to complete their background check information.
   e. The background check is currently done outside of Cornerstone so there is a lack of tracking during this step.
   f. After background check information is complete, the applicant is moved to "offer letter" status by HR.
10. HR generates an offer letter for approval by the Graduate College Dean and the appropriate hiring department personnel.
   a. The Graduate College is notified when the offer letter is approved by all hiring authorities.
   b. Cornerstone sends an email to the GA to accept the offer letter.
   c. HR moves the applicant to "Onboarding" status.

d. Applicants are directed to complete the onboarding process via email. In addition to the new hire paperwork, students must review required employee policies.

11. Applicant begins work.

Step-by-step GA/TA/GSW Hiring Process for NEW Graduate Student Employees

The following steps detail the process for continuing graduate student employees. The term for any graduate student position is one (1) semester. Every graduate student employee must be reaffirmed each semester they will continue in the position.

1. Hiring department sends the GA application to the Graduate College via the [online portal](#).
   a. This online portal can be found on the Graduate College page under the tab that says "Graduate Assistant Information" at the very bottom of the screen titled "Submit Graduate Assistant Application Here" .
   b. The application is logged into the shared Google worksheet. This worksheet is shared with all appropriate hiring managers, HR (i.e. Tana and Jeanetta), and the scholarship department for application of GA tuition waivers.
2. The Graduate College reviews the application for continued eligibility requirements as outlined in the [Graduate Student Employment Handbook](#).
   a. This handbook can also be found in the Graduate College page under the tab that says "Graduate Assistant Information" in the middle of the page.
   b. The Graduate College decision is logged on the shared Google worksheet. If the student needs to complete additional steps for eligibility (e.g. enroll), the hiring manager and student are notified of next steps.
3. If the student meets all eligibility requirements, the Graduate College notifies the hiring department of the decision via email and sends a copy of the approved GA application to the hiring department.

a. The Graduate College requests that the PAF (Personnel Action Form) for the applicant be sent to the Graduate College. The PAF is reviewed and signed by the Graduate Dean, and forwarded for appropriate signatures, and on to HR.

b. The Graduate College logs receipt of the PAF in the shared Google worksheet.

4. The student may begin work in the new semester.