Graduate Assistant Hiring Process:

As a reminder, newly hired Graduate Assistants (GA) shall be appointed on a semester to semester basis. Below is the recruitment process:

1. Department submits eSF-1 to recruit through PI, Department Chair, HR, Fiscal and Dean. Ensure the NTE date does not exceed the last day of the semester (i.e. last day of exams) or funding source, whichever is earliest.

2. After eSF-1 is approved, JABSOM HR will inform the department to post the advertisement for the position. The position shall be posted at minimum on a departmental bulletin board for one (1) working day.

3. Once the department interviews and makes a selection, the Department submits a Recommendation to Hire memo addressed to JABSOM Human Resources (Dean approval not required) for review one (1) month prior to start date. The memo shall include:
   a) Name of selectee
   b) Appointment period
      (not to exceed the last day of the semester or funding source, whichever is earliest)
   c) Rank/Step (e.g. GA11/06)
   d) FTE
   e) Annual Salary
   f) Brief explanation of duties and responsibilities
   g) Brief explanation of how selectee met the minimum qualifications
   h) Statement of reference checks

Along with Recommendation to Hire Memo, submit the following recruitment documents:

a) Cover Letter
b) Resume
c) List of References
d) Form 17G
e) All other documents requested in the advertisement
4. HR will review the Recommendation to Hire Memo and recruitment documents listed in #3.

5. After recommendation to hire memo is approved at HR level, Department issues letter of offer to the selectee that includes (at minimum) the information on GA offer letter template (in line with Grad Division and Title IX requirements).

6. Department sends copy of letter of offer to HR with new hire documents.

Renewals:
Submit SF-1 along with a renewed GATEX form. As a reminder, the NTE date in Box #2 does not exceed the end of the semester.

Resignations:
Resignation letters shall be accepted/signed by the Chair (Dean’s acceptance not required). Please ensure the GA includes his/her last day of employment in their resignation letter. Department submits the original resignation letter to HR for processing.

Non-Renewals and Terminations:
Please consult with your designated HR Specialist before taking any action to non-renew or terminate a GA.