



COLLEGE *of*  
COASTAL  
GEORGIA

UNIVERSITY SYSTEM OF GEORGIA

# STUDENT HIRING PROCESS

A Training for Hiring Managers



# Post your job in CGEMS

- Determine whether the job to be posted is a Student Assistant position or a College Work Study position.
- Prior to posting a College Work Study position, you must first gain approval from Personnel of the Financial Aid Office.
- Post your job through Coastal Georgia Employment Management System (CGEMS)



# Review Applications

- The search committee reviews applications and select a list of qualified applicants.
- The hiring manager moves those applicants through the workflow to “Selected for Interview”
- All applicants who will not be interviewed should be moved to “Not Selected for Interview”. Those applicants will automatically receive an email notification.
- Interview the selected applicants and make decisions.
- Move those applicants in the workflow based on the decisions.



# Make offer of employment

- If the position being filled is College Work Study (CWS), check with Financial Aid Office personnel to verify that your selected student is CWS eligible before making an offer of employment. If the student is eligible, make the offer and move his or her application to “Recommended for Hire” in CGEMS. Please do not forget this step.
- If this is a Student Assistant position, make the offer of employment and move the student’s application to “Recommended for Hire” in CGEMS. Please do not forget this step.

# Recommendation for Employment Form (RFE)



- Locate the Recommendation for Employment (RFE) form on the Human Resources Forms and Documents page on the intranet.
- Complete it thoroughly and attach the student's application materials and other paperwork that is specified on the RFE form. Please put the position number on the form. This hire can not be processed without it. The person responsible for this budget must sign the form. Send it all to Anjee Tucker in HR.
- However, if you are hiring for a CWS position, do not sign the form because Financial Aid Personnel is responsible for the budget. Send all of the above mentioned paperwork to the Financial Aid office. Once they sign it they will send it to HR for further processing.



# Human Resources

- Upon receipt of the completed RFE with paperwork attached, HR personnel will contact the student to complete the following:
  1. Employment packet
  2. Ethics Training and Right To Know Training
  3. Drug testing and/or background check if applicable
  4. I-9 documents

# Ready to Work



- After the student has completed items on the previous page, they will be hired in ONEUSG.
- The supervisor will be notified by me of the hire date by email.
- The student is advised of their work email address and instructed to log into it 2 days after they have completed items on the previous page, click on OFFICE 365 within their work email and follow the instructions from the payroll manager for completing their ONEUSG setup. This setup will allow them to clock in and out.
- The student is instructed to contact the supervisor after they complete the setup in ONEUSG to coordinate a work schedule.
- The student is not allowed to work prior to any of these processes.