



GRADUATE ASSISTANT HIRING CHECKLIST

Can do these steps at same time

Position Title & Requisition Number	0602020 Teaching Assistant					
Approval Given for GA from Graduate School Office	√					
Submit Requisition in OES using Student Employee Template	√					
Hiring Official Submits GA Nomination form to Graduate School (via Graduate School site)	√					
Chair/Director Approval (Graduate School site)	√					
Dean/Unit Head Approval (Graduate School site)	√					
Graduate School Approval (Graduate School site)	√					
Submit to HR for Approval (OES)	√					
Receive OES-Generated E-Mail Notice of Approval (once position is posted online)	√					
Position Closed (position must close before further action can be taken) (OES)	√					
Successful GA Candidate's Status Changed to Recommend For Hire (OES)	√					
Requisition Submitted to HR for Background Check (OES)	√					
Receive OES-Generated E-Mail Notice of BG Check Submission	√					
HR Approval of Nomination form (Graduate School site)	√					
Receive E-Mail Notice Of GA's Approval	√					
New GA to HR to Complete Payroll Paperwork (Skip this Step for GA Renewals)	√					
Student Start Date Determined	√					