



## Business Office

### Hiring steps for Faculty

\_\_\_\_ Request to fill form approved by the Department Head (if applicable)  
[http://www.busfin.uga.edu/forms/request\\_to\\_fill\\_position.pdf](http://www.busfin.uga.edu/forms/request_to_fill_position.pdf) (on this form:  
Once approved form should be returned to Beverly Martin fax 2-5357)

\_\_\_\_ Checklist from Faculty Affairs: (Only turn in complete checklist to Beverly)  
[http://www.uga.edu/provost/fac\\_appt\\_%20proc\\_memo608.pdf](http://www.uga.edu/provost/fac_appt_%20proc_memo608.pdf)

\_\_\_\_ Background check [http://www.busfin.uga.edu/forms/bi\\_consent.pdf](http://www.busfin.uga.edu/forms/bi_consent.pdf)  
(Departmental Contact Name should be Beverly Martin [bjm@rx.uga.edu](mailto:bjm@rx.uga.edu)  
2-5877) This should be done as soon as job is accepted by applicant.

\_\_\_\_ Top portion of blank personnel filled out by person to be hired.  
[http://www.busfin.uga.edu/forms/personnel\\_report.pdf](http://www.busfin.uga.edu/forms/personnel_report.pdf)  
(Give to Beverly before person arrives so information will get in UGA system  
So they can start their benefits when they arrive)

\_\_\_\_ Online orientation <http://www.hr.uga.edu/ori/orient/html> (go in on grey side)  
They need to start this on their first day of employment.

\_\_\_\_ Fill out I-9 on the first day of work.  
<http://www.busfin.uga.edu/forms/i-9.pdf>

07/01/2009