Timeline & Processes for Creating New or Backfill Positions



STEP 1 Workforce Planning

Idea generation

- \downarrow Meet with HR for organizational reviews and system options
- \downarrow Assess departmental resource



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STEP 2 Paperwork Development

- **Create Required Documents:**
- Position Description (PD)
- Position Budget & Classification Form PBC)
- Position Justification Form (PJ)
- \downarrow Send to LAWHR for review



STEP 3 EVP Process: 5-10 Days

- By Wednesday: Documents must be Final, signed by GULC Finance, and added to EVP folder.
- \downarrow On Monday: EVP review and approval
- T Class & Comp will classify approved documents and send memo back to campus

Approval Required per Step

LAWHR

LAW

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CFO

STEP 4 Technical: 5-7 Days

- Step 4.1: Create or Edit Position in GMS using Class & Comp memo Step 4.2: Once step 4.1 is approved,
- Job Requisition will be created or edited in GMS \downarrow
 - Step 4.3: Once step 4.2 is approved, Position will be posted

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STEP 5 Recruitment: 3-4 Weeks

- \downarrow Post Position for minimum of 5 days
- \downarrow **Conduct Interviews**
- \downarrow Extend Verbal Offer in line with approved budget
- \downarrow Generate Offer Letter using New Hire Calendar date
- \downarrow Send Draft to LAWHR for review & approval
- \downarrow Return signed Offer Letter to LAWHR to initiate **Background Check**
- \downarrow Once Background Check clears, LAWHR will finalize hire on GMS

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STEP 6 On-Boarding

- GMS Hire generates NetID & GUID
- New Hire:
 - I-9 (Step 1): Completes electronic I-9 in GMS
 - I-9 (Step 2): Brings original Work Authorization Documents to LAWHR within first 3 days
 - o GoCard: Gets GU ID card
 - IST: Password & Tech

STEP 7

Orientation

- Main Campus: New-Hire Orientation LAWHR: Benefits Orientation
- Goals Assessment for probation period: 30-60-90 days review



Full process takes 4.5 Weeks on Average

Link to find all forms, PD, PBC, Offer Letter templates, and etc.: https://hr.georgetown.edu/forms New Hire Calendar: https://financialaffairs.georgetown.edu/payroll/pay-calendar/# Note: Background checks could take from 3 days to 7 days for Domestic & up to 2 months for International candidates



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