



Hiring steps for hiring Post Docs

<http://www.ovpr.uga.edu/opa/>

**ONLY COMPLETE PACKAGES WILL BE ACCEPTED IN THE BUSINESS OFFICE AND
MUST BE TURNED IN BY THE FIRST OF THE MONTH FOR THEM TO GET PAID**

____ Request to fill form approved by the Department Head
http://www.busfin.uga.edu/forms/request_to_fill_position.pdf
Once approved form should be returned to Jessica Hart fax#542-5357

Once you have found, offered and they have accepted you need to do the following:

____ Routing Form with Checklist from OVPR website
<http://research.uga.edu/opa/>

Template Letter of Offer letter can be found at <http://www.ovpr.uga.edu/opa/>

____ Background check http://www.busfin.uga.edu/forms/bi_consent.pdf
Department contact name should be Jessica Hart office#542-2147
This has to be completed and approved before person can start work

****If a person does not have a social security number this does not have to be done. ****

____ [New Employee General Information Form](#) with Offer and Acceptance Letter
****This is needed in Business Office as soon as employee accepts the position. This will have to be completed several days before employee can start.

*** Jessica Hart is a Notary Public