**Graduate Assistantship Hiring Process Flow Chart for GA with Stipends**

**Create a job description**

**Post assistantship on Laker CareerZone**

**Discuss and sign the “Graduate Assistantship Duties and Responsibilities”**

**& “Graduate Assistantship Agreement” forms and send to the Graduate Program Director**

**Hiring Manager initiates background investigation (BI) with HR**

**Did the candidate and Hiring Manager receive an email from HR with instructions to complete the BI?**

**Yes No**

**Candidate submits the Security Questionnaire/Loyalty Oath to HR There was an error in the BI request.**

**Contact HR for assistance**

**Did the candidate clear the completed BI?**

**No**

**Yes A new candidate must be selected.**

**New GA completes an I-9 and present HR with bank info & their original ID & social security card**

**The Hiring Manager completes the Personnel Action Form (PAF) & forward to HR for processing**

**Once PAF is approved, HR will email the New Hire packet indicating the official start date**

**New GA completes the New Hire packet**

**The School of Graduate Studies receives the BI clearance and completed “Graduate Assistantship Agreement” &  
 “Graduate Assistantship Duties and Responsibilities”**

**Congratulations on hiring a new Graduate Assistant!!**