**Graduate Assistantship Hiring Process Flow Chart for GA without 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.**

**The School of Graduate Studies receives the BI clearance and completed New GA presents their original ID & social security  
“Graduate Assistantship Agreement” &“Graduate Assistantship Duties and Responsibilities” card to HR & completes the New Hire packet**

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