Graduate Assistant Hiring Process

1. Hiring Process begins
2. Candidate selected?
   - No: Reject letter sent to non-selected candidates via Careers
   - Yes: Hiring manager completes Graduate Assistant Appointment Form
3. Form approved?
   - No: Restart search process
   - Yes: Hiring manager contacts department leadership
4. Background check clear?
   - No: Alternate candidate?
   - Yes: Hiring manager contacts candidate for hire and extends verbal offer
5. Accepts offer?
   - No: Select alternate candidate if none; restart process
   - Yes: Contingent upon background check, offer includes:
     - Anticipated start date
     - Stipend amount
     - Tuition waiver
6. Formal acceptance?
   - No: HR sends contingent offer letter to candidate
   - Yes: Onboarding process begins

Alternate candidate?

No

Yes