Steps to Hiring a Graduate Assistant

1 → **2** → **3** → **4**

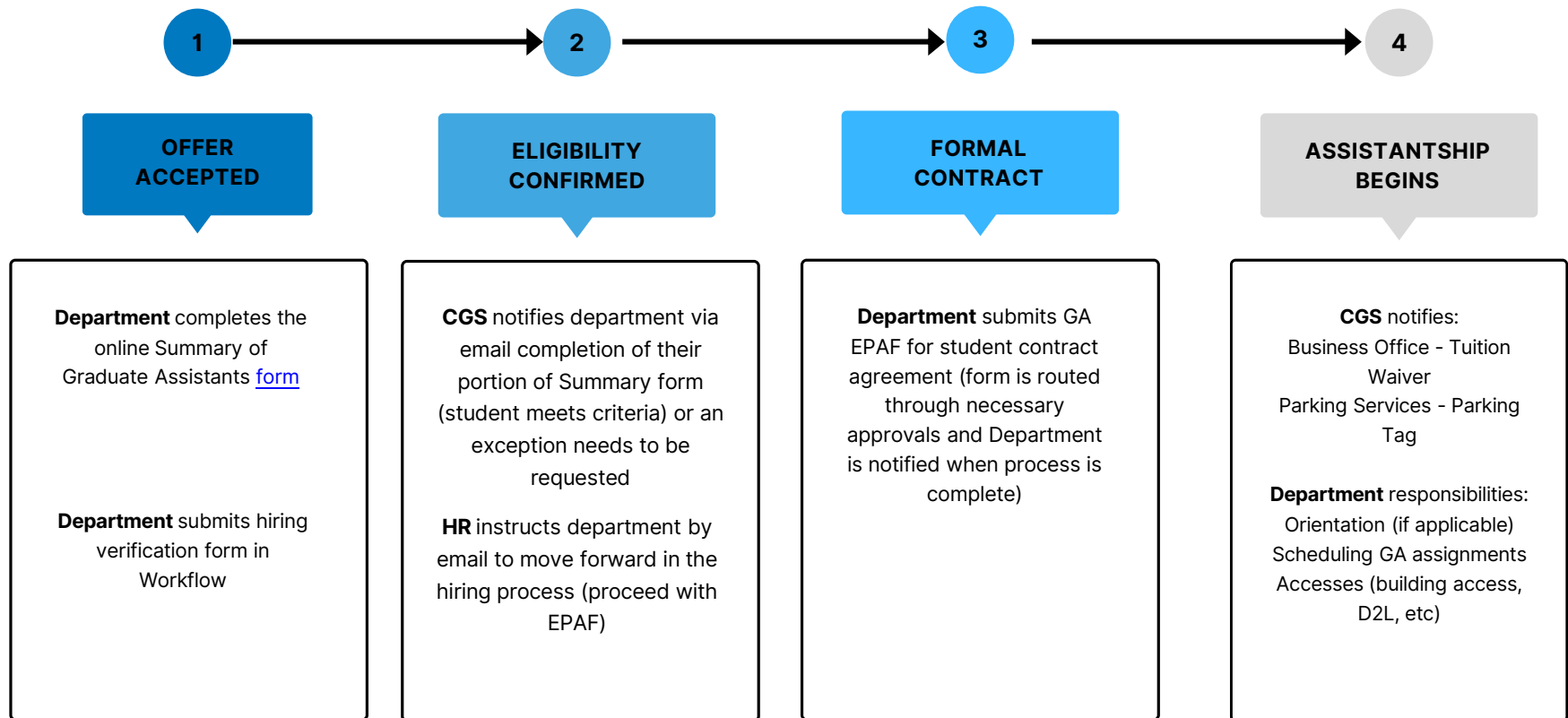| OFFER ACCEPTED	ELIGIBILITY CONFIRMED	FORMAL CONTRACT	ASSISTANTSHIP BEGINS
Department completes the online Summary of Graduate Assistants form **Department** submits hiring verification form in Workflow	**CGS** notifies department via email completion of their portion of Summary form (student meets criteria) or an exception needs to be requested **HR** instructs department by email to move forward in the hiring process (proceed with EPAF)	**Department** submits GA EPAF for student contract agreement (form is routed through necessary approvals and Department is notified when process is complete)	**CGS** notifies: Business Office - Tuition Waiver Parking Services - Parking Tag **Department** responsibilities: Orientation (if applicable) Scheduling GA assignments Accesses (building access, D2L, etc)

*CGS checks for continuous enrollment throughout semester

Summary Form and Hiring Verification Deadlines (Step 1) :
New Fall - July 1
New Spring - November 15
New Summer and Returning Fall - April 15

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