# Steps to Hiring a Graduate Assistant

**1** → **2** → **3** → **4**

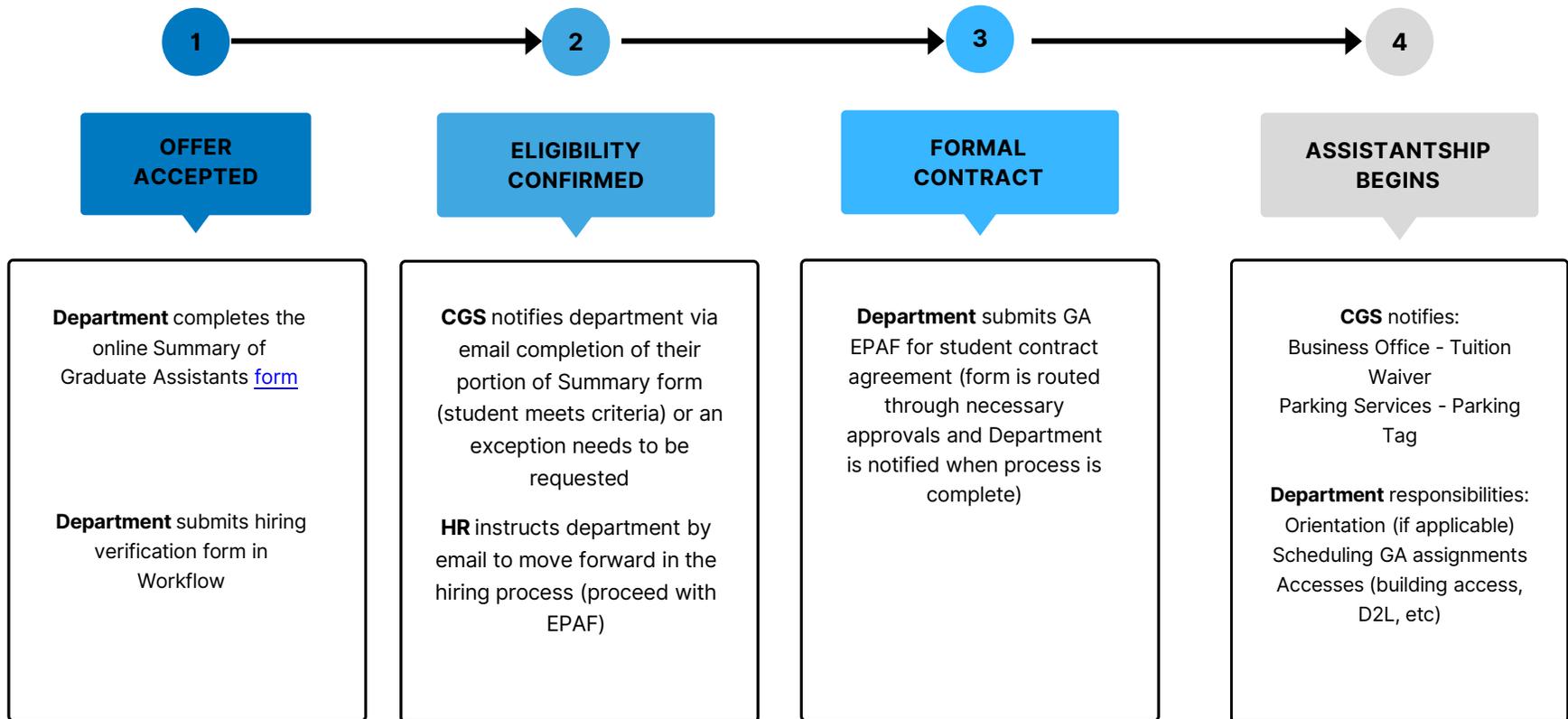| OFFER ACCEPTED | ELIGIBILITY CONFIRMED | FORMAL CONTRACT | ASSISTANTSHIP BEGINS |
|---|---|---|---|
| **Department** completes the online Summary of Graduate Assistants form<br><br>**Department** submits hiring verification form in Workflow | **CGS** notifies department via email completion of their portion of Summary form (student meets criteria) or an exception needs to be requested<br><br>**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:<br>Business Office - Tuition Waiver<br>Parking Services - Parking Tag<br><br>**Department** responsibilities:<br>Orientation (if applicable)<br>Scheduling GA assignments<br>Accesses (building access, D2L, etc) |

*CGS checks for continuous enrollment throughout semester

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

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