

Wage Hire Quick Guide

If a wage hire is needed (either a new or a replacement hire) please follow the below steps.

1. Budget Approval and HR Classification:

Please send the following info via email to Diane Vermaaten (Assistant Dean, Finance and Operations) at dvermaat@gmu.edu:

- a. Brief justification why this position is needed;
- b. Brief duties/responsibilities of the position;
- c. Position title;
- d. Anticipated hours needed per week;
- e. Whether position will be funded from a program/area operating budget or if you are requesting the position to be funded centrally.

The request will be reviewed and, if approved, a classification analysis will be done by the HR team to determine the appropriate classification (wage, student wage, work study) and the appropriate hourly rate for the position.

2. Recruitment Process:

Candidate selection can occur using one of the following methods:

- a. Direct Hire – If you already have a candidate in mind we can make a direct hire with no recruitment.
- b. Reviewing Temp Resumes – Depending on the job, the School of Business or HR might have some resumes on file for you to review.
- c. Posting a Position in eWork –
 - i. Create a search committee (minimum 3 people) and select search committee chair;
 - ii. Create a list of interview questions that will be asked to all applicants interviewed and submit to the HR Team (the HR Team can provide sample questions on request);
 - iii. HR Team will draft a recruitment and send it to the committee chair for review;
 - iv. The position will be posted for a minimum of 5 business days;
 - v. After the 5 business days, the HR Team will send the search committee chair a detailed email with cover letters/resumes of the applicants and hiring matrix to be used during the review;
 - vi. Interviews performed by search committee.

3. Offer Process & Onboarding:

Once a candidate has been selected the HR Team will make the verbal and written offer and preform the reference checks. The HR team will also handle all paperwork and necessary onboarding steps.

- a. The search committee will need to provide the following in order for the HR Team to extend an offer:
 - i. Name of Candidate
 - ii. Start Date
 - iii. Short Justification Paragraph
 - iv. Resume
 - v. List of Professional References

4. Closing out eWork recruitment (if applicable):

The HR Team will need the following:

- a. Interview Notes
- b. Hiring Matrix (which will include all “not hired” codes)

The HR team is here to help make the wage hiring process simple and successful. For questions regarding the recruitment process (step 2 and 4) please contact Rosemary Brown (HR Specialist) at rbrown27@gmu.edu. For questions about the offer process (step 3) please contact the Kevin Ford (HR Specialist) at kford2@gmu.edu.