Steps to Hire a Graduate Assistant

College of Graduate Studies **Human Resources** (CGS) Process (HR) Process Employer submits to Employer submits hiring CGS the online verification form in Summary of Graduate Workflow Assistants HR instructs employer by email to move CGS informs employer by email that student forward in the hiring process (proceed with meets hiring criteria EPAF) Employer submits EPAF CGS approves EPAF CGS notifies: HR sends employer Business Office - tuition notification that HR HR - stipend process is complete Parking Services - parking tag

Summary & EPAF Deadlines:

New Fall Assistantships – July 1

Spring Assistantships – November 15

Summer & Returning Fall Assistantships – April 15



^{*}CGS checks for continuous enrollment throughout semester.