Submit a Critical Hire Application

This How-to Guide is intended as a resource for HR Professionals who submit Critical Hire Justification applications via the Critical Hire Service Desk.

Access Critical Hire Service Desk


2. Enter your Georgia Tech login credentials and complete duo authentication.

3. Click Critical Hire Justification to proceed.

Create Draft of Critical Hire Justification Application

1. When your application webpage opens, you will see Important Points, resources, and a support email address at the top. Please reference these should you have any questions while creating your draft or submitting your application.
2. Proceed with completing the application. **Unless noted, each field is required for submission.** You will not be able to create a draft if there are empty required fields.

   - **Does your unit report through:**
     - None

   - **Position Request Type:**
     - None

   - **Position Type:**
     - None

   - **Division:**
     - None

   - **Date position became vacant or desired start date if new:**

   **HR Rep Phone:**
   (###) ###-####

   **Hiring Manager:**
   Search for a user

   **Department Head:**
   Search for a user

   **Department Head Phone:**
   (###) ###-####

   **This field triggers workflow to the appropriate Senior Reviewer. It cannot be edited after submission.**

   **This field will establish whether the application requires USG approval. It also cannot be edited after submission.**

3. Position Numbers are required for USG approval; however, you can concurrently create a Position Number and **do not need it to submit the application.**

   Once received, **add the Position Number as a Comment on the application (see How to Guide).** The Critical Hire Coordinator will include the Position Number in the USG application.

   **Position Number:**
   (if available)

   **Position Title:**

   **Classification:**
   None

   **If a position number has not been established, please begin the process now and add the number as a comment to this application as soon as it is received. A position number will be required prior to USG review.**

   **Please provide the final position title and not a working title. If this is a reclassification enter the title of the new position, not the position the employee is currently filling.**
4. The Salary Justification field is only required if the anticipated salary is greater than $100,000.

5. Provide concise, but thorough answers to the three narrative questions. Reference resources on the website for assistance in crafting strong responses.
6. Attach supporting documentation.

7. Create your draft application by clicking the blue **Save Draft** button.

8. **Please note:** Your application is not submitted at this point. You will need to review and submit your application after you have created the draft.

**Review and Submit Application**

1. Review your draft and make any needed final edits via the blue **Edit** button.
2. When your application has been reviewed and all edits complete, **click the green Submit button** to begin the Georgia Tech review process.

![Submit button](image)

**Submission Email Confirmation**

1. Once submitted, the HR Representative and Hiring Manager will receive an email confirming the submission.

Critical Hire (ID: CHSD-119) - Submitted

![Email](image)

The following Critical Hire Justification has been successfully submitted:

- **Title:** 65432; Ard-Smith, Tanya M; Online Course Advisor
- **Initiated by:** Smith, Athena M
- **Hiring Manager:** Ard-Smith, Tanya M

**Link:** [https://testhelpdesk.gtri.gatech.edu/jira/servicedesk/customer/portal/43/CHSD-119](https://testhelpdesk.gtri.gatech.edu/jira/servicedesk/customer/portal/43/CHSD-119)

**Share your Application**

1. By default, the HR Representative and Hiring Manager will be able to check the status and application at any time via the CHSD. **Should additional individuals need access to this application, you can use the Share button** to accomplish this.

![Share button](image)

Once shared, that individual can login to the CHSD at any time to check the status of the application.