Graduate Student Hiring Checklist

This checklist is for new graduate student employees who are U.S. Citizens or Green Card Holders. Use the checklist to support your onboarding process for those who plan to attend GradHiring.

Prior to GradHiring

☐ Access the University System of Georgia Employment Center
  1. Open email titled *Your Georgia Tech New Hire Documents are Ready* from donotreply@equifax.com. This email will include your login ID and Employment Center URL
  2. Retrieve login password from a separate email titled *Your Georgia Tech New Hire Password Information* from donotreply@equifax.com
  3. Log into Employment Center

☐ Complete your Student Hire Packet
  1. Log in to Employment Center
  2. Complete all 25 forms by August 8th

☐ Further Action Email Received
  1. Sign-up for a GradHiring appointment to complete your I-9 and Security Questionnaire
  2. Visit the following website to learn more about Student Health Insurance: https://health.gatech.edu/finance/insurance
  3. Complete Right to Know Training: https://www.usg.edu/facilities/rtk-ghs/

Attend GradHiring (August 12-14)

☐ Wear Face Covering

☐ Check-in at Welcome Desk

☐ Complete I-9 and Security Questionnaire with GTHR Onboarding staff

After GradHiring

☐ Complete Employee Self Service Training for OneUSG Connect

☐ Access Employee Self Service in OneUSG Connect and Complete the following:
  • Verify Direct Deposit (Job Aid: How do I Update my Direct Deposit Information?)
  • Verify your mailing address (Job Aid: How Do I Change My Address?)
  • Verify your phone number(s) (Job aid: How Do I Update My Phone Number?)
  • Enter or edit your military/veteran status (OneUSG Connect > Personal Details > Veteran status)
  • Enter or edit your race/ethnicity (OneUSG Connect > Personal Details > Ethnic Groups)

☐ Complete the electronic Conflict of Interest (COI) form

☐ Complete Right to Know Training (USG Requirement)