

The Ohio State University
Office of Human Resources

DUAL CAREER EMPLOYMENT SERVICES

The following is a list of services offered by the Office of Human Resources (OHR) as part of their Dual Career Assistance Program. Upon request, staff members within OHR are available to meet with spouses or partners of faculty or staff recruited in national searches to customize services and create a recruitment package that meets their needs.

- Introductory services as a part of the on-campus interview process—hiring colleges or departments should contact Employment Services prior to a campus visit, so that arrangements can be made for an initial meeting with the spouse or partner.
- One-on-one consultation with a member of the Employment Services (ES) Staff. Consultation could include topics such as:
 - Resume / C.V. critique
 - Cover letter writing assistance
 - Job leads, networking opportunities, and other job search tips
 - Interviewing assistance
- Referrals as appropriate to potential hiring departments within OSU or potential employers outside OSU
- Referral to a select search firm, if appropriate, for increased exposure to Columbus business community (fees usually paid by hiring employer)
- Referral to a select outplacement agency for higher level support with career coaching, assessment services, and employer referrals (fee-based for funding consideration by a college or unit)

Contact your Talent Management Consultant for more information at 292-2800 or ohrc@hr.osu.edu

For more information about the Office of Academic Affairs' Policy on Dual Career Hiring, please go to: http://oaa.osu.edu/handbook/ii_dualcareerhire.html