



Recruitment and Selection Policy 4.10 Office of Human Resources

Applies to: Staff

POLICY

Issued: 11/01/1973

Revised: 07/10/2009

The university recruits and selects the most qualified individuals for open positions. In all cases, recruitment and selection activities are guided by a commitment to diversity through equal employment opportunity and affirmative action. The Ohio State University is an Equal Opportunity, Affirmative Action Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Hiring is contingent upon the successful completion of the Declaration of Material Assistance (DMA) form and applicable background checks.

Hiring of non-U.S. residents is subject to specific federal statutes. Questions regarding necessary visas or immigration filings should be addressed to either the Office of International Affairs or the Office of Legal Affairs.

Hiring for bargaining unit positions is subject to collective bargaining agreements.

Definitions

Term	Definition
Applicant	Any individual who completes the online application form for a specific position.
Background check	Process of acquiring records regarding a candidate's past that is used to determine suitability for selection.
Candidate	Applicant who is considered beyond the initial screening portion of a selection process.
Criminal conviction	Having been found guilty, entered a guilty plea, or pleaded no contest to a felony, misdemeanor and/or ordinance violation other than a minor traffic violation (e.g. speeding is considered minor while driving under the influence is major).
DMA	Declaration Regarding Material Assistance /Non-assistance to a Terrorist Organization. A form that all final candidates for public employment must complete to certify that they have not provided material assistance to terrorist organizations.
Final candidate	Internal or external applicant identified as the finalist for a position.
Health System and Hospitals	Includes employees of the James Cancer Hospital and Solove Research Institute, OSU Harding Hospital, OSU Physicians, OSU Primary Care Network, OSU Rehabilitation Services at Dodd Hall, Ross Heart Hospital, Shared Services, Specialty Care Network, University Hospital East, and University Hospital.
Medical Center	Includes the Health System and Hospitals (defined above) and the Office of Health Sciences and College of Medicine
Reference check	Process of acquiring information regarding a candidate's past job performance, issues of character and integrity, and appropriate qualities for the position.



Recruitment and Selection Policy 4.10 Office of Human Resources

Applies to: Staff

POLICY GUIDELINES

I. Recruitment

- A. The university uses a variety of recruitment efforts to attract qualified applicants. Employing units coordinate recruitment and selection processes for staff in consultation with the Office of Human Resources, Organization and Human Resource Consulting (OHRC).
- B. Vacancies are published weekly on the [University Jobs Web Site](#) and the [Medical Center Jobs Web Site](#).
- C. Before posting or advertising, positions are reviewed by OHRC for appropriate title, pay range, classified or unclassified, and exempt or non-exempt status in accordance with the [Fair Labor Standards Act](#) (Policy 3.10, [Salary Administration and Classification](#)).
- D. Positions that require posting:
 1. Regular (ongoing) positions, including seasonal.
 2. Positions changed from temporary to ongoing regular.
- E. Positions that do not require posting (Not an exhaustive list):
 1. Reclassified positions (Policy 3.10, [Salary Administration and Classification](#)).
 2. Positions filled by reinstatement, recall, or a reduction in work force placement.
 3. Changes in full-time equivalency (FTE) levels.
 4. Acting and interim appointments.
 5. Intermittent positions.
 6. Temporary promotions and temporary work-level adjustments ([Rules for Classified Civil Service](#), 3335-83-05).
 7. Unclassified temporary and term appointments (12 or less months in duration).
 8. Temporary appointments of classified staff ([Rules for Classified Civil Service](#), 3335-65-03).
 9. Student employee and graduate associate appointments.
 10. Visiting faculty and lecturer positions.
 11. Postdoctoral positions.
 12. Transfers or reassignments within a department without change of classification.
- F. Positions published online include classification, working title, employing department, summary of duties and qualifications, work schedule, and target hiring range.
- G. Colleges, departments, and administrative units may publicize openings within their units and with external sources such as journals, newspapers, and web sites. Publicized information should be concurrent and consistent with the position posting on the [University Jobs Web Site](#) and the [Medical Center Jobs Web Site](#).
- H. Advertising in newspapers, professional trade magazines, journals, national or local publications, and relevant web sites should be considered to reach the broadest and most diverse pool of applicants. The Office of Human Resources, [OHRC](#), can provide assistance preparing and placing advertisements.



Recruitment and Selection Policy 4.10

Office of Human Resources

Applies to: Staff

II. Application for Positions

- A. Eligible university staff on active pay status may apply online for posted positions, with the exception of the following:
 - 1. Staff serving a probationary period.
 - 2. Staff on unpaid medical or personal leave.
- B. Persons holding graduate associate and other student appointment titles may apply to staff positions, however, they cannot concurrent hold a graduate associate or student appointment and a staff appointment.
- C. Former staff terminated as a result of a reduction in work force are eligible to apply for university positions as internal applicants for 12 months from the effective date of termination.
- D. Former staff terminated involuntarily are ineligible for re-employment at the university. The Office of Human Resources may waive this provision at its discretion.
- E. Staff are permitted reasonable release time from their work schedule, as determined by the supervisor, to interview for university positions and to take required civil service examinations ([Rules for Classified Civil Service](#), 3335-59-01).

III. Selection of Staff

- A. The method for applicant evaluation to be used in the selection process must be documented prior to the beginning of the selection process for Classified Civil Service (CCS) staff selection ([Rules for the Classified Civil Service](#), 3335-57-02) and should also be documented for unclassified staff selection.
- B. Selection will be based on job-related qualifications such as education, experience, skill, training, ability, and job performance.
- C. Classified staff certified for the classification in which a vacancy exists who are not or will no longer be employed due to a reduction in work force will receive initial consideration.
- D. Unclassified staff affected by a reduction in force should be given consideration for positions for which they are qualified.
- E. If two or more candidates are considered similarly qualified for a position, the university's affirmative action goals should be considered when making the selection.
- F. Salary and benefits offered to the successful candidate will be in accordance with appropriate policy guidelines (refer to Policy 3.10, [Salary Administration and Classification](#)). Required approvals for compensation packages for vice presidents, deans, physicians, and others at similar compensation levels are described in [Presidential Memo, Approval of Compensation Packages dated December 17, 2007](#). Exceptions to compensation guidelines must be approved in advance by the Office of Human Resources, [OHRC](#). The university is not responsible for unauthorized commitments.
- G. When a university staff member is selected for transfer or promotion, a minimum two-week notice is expected prior to the transfer. Longer notice periods may be appropriate for certain positions and alternative arrangements for the time of transfer may be negotiated by mutual agreement between the employing units.



Recruitment and Selection Policy 4.10 Office of Human Resources

Applies to: Staff

PROCEDURE

Issued: 11/01/1973

Revised: 07/10/2009

I. Regulations

- A. Individuals applying for positions are required to disclose criminal conviction information when they complete the employment application. Individuals must also disclose to the hiring manager any criminal convictions occurring after the submission of the application.
- B. Applicants who provide false information or omit any requested information on the application materials or in the interview process may be deemed to have falsified their application and will be ineligible for hire and internal applicants may be subject to corrective action up to and including termination.
- C. Ohio State is a drug-free workplace. Individuals offered employment may be required to successfully complete a pre-employment physical as a condition of employment that may include drug testing. Refusing to take or failing a drug test will result in removal from employment consideration. Internal applicants who fail a drug test may be subject to corrective action up to and including termination.
- D. Background checks must be conducted on appointees and final candidates for positions listed in the Background Check Policy 4.15, or identified in approved unit background check programs. Internal candidates who fail to disclose criminal convictions or whose criminal convictions are revealed through the background check process may be subject to corrective action up to and including termination.
- E. Ohio State is required by federal law to verify the identity and work authorization of all new employees. All offers are contingent upon verification of identity and eligibility to be employed in the United States.
- F. All final candidates for employment must complete a Declaration Regarding Material Assistance (DMA) form to reveal any prior material assistance to known terrorist organizations listed on the terrorist exclusion list (TEL). Final candidates who submit DMA forms with a positive response, or who fail to answer questions on the form, are rendered ineligible for hire, absent a qualifying exception.

II. Job Postings

- A. Job openings received and approved by the Office of Human Resources, [OHRC](#), by the established deadline are posted online for a minimum of five work days. The posting schedule may be adjusted for university holidays and system upgrades.
- B. There are separate job posting and application systems for the university and the medical center, found at <http://www.jobs.osu.edu/>.

Responsibilities

Individual or Office	Responsibilities
Applicant	<ul style="list-style-type: none"> I. Certify that all information furnished in the employment application, supplementary documents and interview is accurate and complete. II. Authorize the university and/or any third party to confirm, examine or supply any



Recruitment and Selection Policy 4.10 Office of Human Resources

Applies to: Staff

	<p>information related to the applicant. This information may include employment history, military status, driving record, convictions or any other data.</p> <ul style="list-style-type: none">III. Disclose to the hiring manager any criminal convictions occurring after the submission of the application.IV. Provide documentation to verify identity and eligibility to be employed in the United States.V. Complete the Declaration of Material Assistance (DMA) form.
Employing unit	<ul style="list-style-type: none">I. Complete position data and job opening pages in the HRIS.II. Appoint a search committee and affirmative action advocate when appropriate (Guide to Effective Searches).III. Document method for applicant evaluation prior to beginning the selection process (rules for Classified Civil Service, 3335-57-02).IV. Conduct a thorough review of the employment application. If convictions or terminations are disclosed, consult with the Office of Human Resources, OHRC, if considering the applicant.V. If conducting any form of assessment other than standard interview questions, consult with the Office of Human Resources, OHRC.VI. Consult with the Office of Human Resources, OHRC if hiring persons less than 18 yrs of age.VII. Interview candidates and discuss essential job functions, specific position duties, salary, and hours of work.VIII. Conduct reference checks on the finalists for the position.IX. Conduct background checks on appointees and final candidates for positions listed in the Background Check Policy 4.15, or identified in approved unit background check programs.X. Provide the DMA form and most current TEL to final candidates. Follow DMA Guidelines.XI. Select the individual for hire and offer the position (Sample Letters of Offer). Salary and benefit commitments must be in accordance with policy guidelines (Policy 3.10, Salary Administration and Classification) and Presidential Memo, Approval of Compensation Packages dated December 17, 2007.XII. Establish a starting date and coordinate the appropriate actions in the HRIS to effect the hire or transfer.XIII. Document reasons for selection or non-selection of applicants in the University Jobs Web Site and the Medical Center Jobs Web Site. Reasons for selection or non-selection for self-identified veterans must include a comparison of the qualifications of the veteran to the individual selected.XIV. Notify OHRC that the job opening is ready to be closed for openings posted on the University Jobs Web Site. Job openings posted on the Medical Center Jobs Web Site are closed automatically upon documenting reasons for selection or non-selection.XV. Maintain selection process records for three years, including application materials for those interviewed, evaluation criteria, notes from interviews, and reference checks. Background check documentation must be retained in accordance with the University Archive Records



Recruitment and Selection Policy 4.10

Office of Human Resources

Applies to: Staff

	<p>Retention Schedule.</p> <p>XVI. Obtain the personnel file for any internal transfer from the previous employing unit</p>
Office of Human Resources	<p>I. Approve positions in the HRIS.</p> <p>II. Compile, edit and approve university and Office of Health Sciences and College of Medicine job openings for posting on the University Jobs Web Site and the Medical Center Jobs Web Site. Medical Center Human Resources manages the approval and posting process for Health System and Hospitals job openings.</p> <p>III. Assist units with journal, newspaper, and online advertisements.</p> <p>IV. Administer required examinations for Classified Civil Service.</p> <p>V. Refer applicants who meet minimum qualifications to the employing unit. Medical Center Human Resources refers applicants for medical center positions.</p> <p>VI. Assist and advise units in the recruitment and selection process.</p> <p>VII. Maintain on-line records related to the hiring process.</p> <p>VIII. Consult with units regarding this policy.</p> <p>IX. Conduct random audits to ensure a method of evaluating candidates for CCS staff selection is documented in accordance with Rules for the Classified Civil Service, 3335-57-02.</p>

RESOURCES

[University Jobs Web Site](#)
[Medical Center Jobs Web Site](#)

Declaration of Material Assistance

[Declaration of Material Assistance](#) form
[Guidelines for Declaration of Material Assistance \(DMA\)](#)
[Frequently Asked Questions](#) (FAQ) Guidelines for Declaration of Material Assistance (DMA)

Forms

[Declaration of Material Assistance](#) form
[Sample Letters of Offer](#)

Faculty Hiring

[Office of Academic Affairs](#)

Graduate Associate Hiring

[Graduate School Handbook](#)

Information

[Benefit Eligibility by Appointment](#)
[Fair Labor Standards Act](#)
[Policy 1.10](#), Affirmative Action, Equal Opportunity, and Non-Discrimination (check name)
[Policy 1.25](#), Nepotism



Recruitment and Selection Policy 4.10 Office of Human Resources

Applies to: Staff

[Policy 1.30](#), Conflict of Interest and Work Outside the University

[Policy 3.10](#), Salary Administration and Classification

[Policy 4.15](#), Background Check

[Rules for Classified Civil Service](#)

[3335-13-07](#), Rules governing faculty and staff participation in companies commercializing university research.

Publications

[Guide to Effective Searches](#)

[Guide to Reference Checking](#)

[Hiring Publications](#), Office of Human Resources

[Recruitment Publications](#), Office of Human Resources

Returning Retirees

[Frequently Asked Questions \(FAQs\) About Returning Retirees](#)

[Guidelines for Re-Employment of Ohio State University Retirees](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Policy interpretation	Organization and Human Resource Consulting, Office of Human Resources	614-292-2800	ohrc@hr.osu.edu hr.osu.edu/ohrc
Medical Center employment	Medical Center Human Resources, Employment Office	614-293-4995	recruitment@osumc.edu medicalcenter.osu.edu/careers
Non U.S. Hire	Office of International Affairs	614-292-6101	oia.osu.edu oia@osu.edu
Non U.S. Hire	Office of Legal Affairs	614-292-0611	legal.osu.edu

History

Issued: 11/01/1973
 Revised: 10/01/1080
 Revised: 03/01/1985
 Revised: 07/25/1994
 Edited: 10/31/1997
 Edited: 07/01/1998
 Revised: 08/15/2000
 Edited: 02/02/2001
 Edited: 09/06/2002
 Edited: 08/25/2003
 Reviewed: 09/01/2004
 Revised: 07/10/2009