



Applies to: Staff and applicants

POLICY

Issued: 11/01/1973
 Edited: 04/14/2014

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 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 an 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).
Final candidate	Internal or external applicant identified as the finalist for a position.
Health System and Hospitals	Includes employees of Dodd Hall, James Cancer Hospital and Solove Research Institute, OSU Ambulatory Services, OSU Harding Hospital, Ross Heart Hospital, Shared Services, Specialty Care Network, University Hospital, and University Hospital East.
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.

Policy Details

- I. Requisition Initiation and Recruitment.
 - A. A fundamental part of the recruitment and selection activity is an intentional approach to initiating and approving requisitions to fill a vacant or new position and an accompanying recruitment strategy to identify qualified applicants.
 - B. Employing units coordinate recruitment and selection processes for staff in consultation with the Office of Human Resources Talent Acquisition or Medical Center Employment.
 - C. New positions must be reviewed by Compensation for appropriate title, pay range, classified or unclassified, and exempt or non-exempt status in accordance with the Fair Labor Standards Act (Salary Administration and Classification, Policy 3.10) before posting or advertising.
 - D. Positions that require posting:
 - 1. Regular (ongoing) positions, including seasonal.



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2. Term positions, with the exception of visiting scholar and post doctoral positions.
 3. Positions changing from temporary or term to regular.
- E. Positions that do not require posting (not an exhaustive list):
1. Reclassified positions (Salary Administration and Classification, Policy 3.10).
 2. Positions filled by CCS 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, 3335-83-04).
 7. Temporary positions.
 8. Research scientist positions.
 9. Reassignments within a department without change of classification.
 10. Positions identified as not requiring posting in Reemployment of Faculty and Staff, Policy 4.25.
- F. There may be circumstances that necessitate the university not post a position. All such circumstances must be approved by HR Talent Acquisition or Medical Center Employment.
- G. Positions published online include classification, working title, employing department, summary of duties and qualifications, work schedule if applicable, and target hiring range. The posting should offer a realistic portrayal of the role, work environment, performance objectives, and experience requirements.
- H. Single postings may be used when multiple headcount of the same position exists. Language indicating multiple headcount must be included in the posting.
- I. 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 consistent with the position posting on the University Jobs Website and the Medical Center Jobs Website, and must direct applicants to the University Jobs or Medical Center Jobs website.
- J. Advertising in newspapers, professional trade magazines, journals, national or local publications, and relevant websites should be considered to reach the broadest and most diverse pool of applicants. HR Talent Acquisition or Medical Center Employment can provide assistance preparing and placing advertisements.
- K. The use of retained or contingent search firms must be approved by HR Talent Acquisition or Medical Center Employment. Terms and conditions of hiring a search firm must be outlined in a letter of agreement and agreed upon by the university and the search firm through the standard contract approval process.
- II. Eligibility and Application for Positions.
- A. Staff serving a probationary period are not eligible to be considered for any position.
 - B. Graduate associates and other student employees may apply for staff positions. They cannot concurrently hold a graduate associate or student appointment and a staff appointment.
 - C. Former staff who were involuntarily terminated may be deemed ineligible for reemployment at the university.
 - D. Staff are permitted reasonable release time from their work schedule, as determined by the supervisor, to interview for university positions and to take any associated civil service examinations (Rules for Classified Civil Service, 3335-59-01).
 - E. A current, certified application must be received for all final candidates prior to a job offer for a temporary, term or regular status position.



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III. Selection and Identification of Final Candidate.

- 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 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. The university values diversity and has a strong commitment to affirmative action.
- D. Staff affected by a reduction in force should be considered for positions for which they are qualified for 12 months from the effective date of termination.
- E. Salary and benefits offered to the successful candidate will be in accordance with appropriate policy guidelines (refer to Salary Administration and Classification, Policy 3.10).
 1. For approval for compensation packages exceeding \$250,000 annually, contact the Office of Human Resources Talent Acquisition.
 2. Exceptions to compensation guidelines must be approved in advance by Compensation.
 3. The university is not responsible for unauthorized commitments.
- F. 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.

IV. Offer and Onboarding.

- A. The final candidate for a position must receive an authorized letter of offer.
- B. Employing units should develop onboarding plans consistent with any university onboarding initiative. These plans should include connecting the new hire with resources, department mission, and other staff and faculty to help ensure a successful transition in the new role.

V. Dual Career Support.

- A. Assistance may be available for dual career hiring opportunities at the request of the employing unit.
- B. Dual career hiring supports final candidates' partners to find employment opportunities at Ohio State as well as make community connections. It is not a placement agency nor does it guarantee employment for the partner.
- C. Dual career placements must be consistent with university hiring needs, policies, and rules.

PROCEDURE

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Edited: 04/14/2014

- I. Vacancies are published weekly on the University Jobs Website and the Medical Center Jobs Website.
- II. Background Checks and Criminal Convictions.
 - A. The university and applicants must comply with all aspects of the Self-Disclosure of Criminal Convictions and Background Check, Policy 4.15.
 - B. Individuals applying for positions are required to disclose criminal conviction information when they complete the employment application.
 - C. Individuals must also disclose to the Office of Human Resources any criminal convictions occurring after the submission of the application. For Medical Center applicants, disclosure is to Medical Center Human Resources.



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- III. Individuals applying for positions are required to disclose if they may be out of compliance with the Nepotism, Policy 1.25.
- IV. 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 may be ineligible for hire. Internal applicants may be subject to corrective action up to and including termination.
- V. 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 and/or alcohol testing. Refusing to take or failing a drug and/or alcohol test will result in removal from employment consideration. Internal applicants who fail a drug and/or alcohol test may be subject to corrective action up to and including termination.
- VI. 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.
- VII. Ohio State is required by state law to have faculty and staff receive and acknowledge a copy of the Ohio Ethics Law (Ohio Revised Code, Chapter 102) for public officials and state employees.
- VIII. Job Postings.
 - A. Job openings received and approved by HR Talent Acquisition or Medical Center Employment by the established deadline are posted online for a minimum of seven 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 hr.osu.edu/careers.
 - C. With the pre-approval of HR Talent Acquisition, units may post internally for Ohio State employees only.

Responsibilities

Individual or Office	Responsibilities
Applicant	<ol style="list-style-type: none"> 1. Certify that all information furnished in the employment application, supplementary documents and interview is accurate and complete. See Procedure I.V. 2. Authorize the university and/or any third party to confirm, examine or supply any information related to the applicant. This information may include employment history, military status, driving record, convictions or any other data. 3. Disclose to the Office of Human Resources or Medical Center Human Resources any criminal convictions occurring after the submission of the application. 4. Disclose if you may be out of compliance with the Nepotism Policy 1.25. 5. Provide documentation to verify identity and eligibility to be employed in the United States if hired. 6. Complete and submit Ohio Ethics Law Acknowledgement form if hired.
Employing unit and/or service center; Medical Center Employment as applicable	<ol style="list-style-type: none"> 1. Complete position data and job opening pages in the HRIS. 2. Appoint a search committee and affirmative action advocate when appropriate (Guide to Effective Searches). 3. Document method for applicant evaluation prior to beginning the selection process (For CCS positions, see rules for Classified Civil Service, 3335-57-02). 4. Conduct a thorough review of the employment application to ensure all material information is provided. If it is not, follow up with the candidate during the interview process. 5. Consult with the unit human resources, if considering the applicant who has disclosed convictions or terminations and Medical Center recruiters work with Director of Employment and the Security Department on disclosure and results. 6. Consult with Human Resources Talent Acquisition prior to implementing any form of assessment other than standard interview questions, provision of past work samples or presentations. 7. Consult with HR Talent Acquisition if hiring persons less than 18 years of age. 8. Interview candidates and discuss essential job functions, specific position duties, salary, and hours of work. 9. Consult with the Office of Human Resources if falsification of an application is discovered. For Medical Center applicants, consult with Medical Center Human Resources, who will consult with OHR.



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	<ol style="list-style-type: none"> 10. Conduct reference checks on the finalists for the position. 11. Select the individual for hire and offer the position (Sample Letters of Offer). Salary and benefit commitments must be in accordance with policy (Salary Administration and Classification, Policy 3.10) or approved in advance by the Office of Human Resources or Medical Center Human Resources if over \$250,000 annually. 12. Initiate background checks on appointees and final candidates for positions listed in the Self-Disclosure of Criminal Convictions and Background Check, Policy 4.15 or identified in approved unit background check programs. 13. Establish a starting date and coordinate the appropriate actions in the HRIS to effect the hire or transfer. 14. Document reasons for selection or non-selection of applicants in the applicant tracking system. Reasons for selection or non-selection for self-identified veterans must include a comparison of the qualifications of the veteran to the individual selected. 15. Establish and implement an onboarding plan for the new hire. 16. Notify all applicants of status and close job openings that are posted on the University Jobs Website within two weeks of a hiring decision. Job openings posted on the Medical Center Jobs Website are closed automatically upon documenting reasons for selection or non-selection. 17. Maintain selection process records for three years, including application materials for those interviewed, evaluation criteria, notes from interviews, and reference checks. Maintain background check documentation in accordance with the General Records Retention Schedule. 18. Obtain the personnel file for any internal transfer from the previous employing unit.
Office of Human Resources / Medical Center Employment	<ol style="list-style-type: none"> 1. Approve new positions in the HRIS. 2. Edit and approve university job openings for posting on the University Jobs or Medical Center Jobs websites. 3. Assist units with journal, newspaper, and online advertisements. 4. Administer examinations for Classified Civil Service. 5. Refer applicants who meet minimum qualifications to the employing unit when necessary. Assist and advise units in the recruitment and selection process. 6. Maintain on-line records related to the hiring process. 7. Consult with units regarding this policy. 8. 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.

Resources

University Jobs Website, hr.osu.edu/careers

Medical Center Jobs Website, wexnermedical.osu.edu/careers

Forms

Ohio Ethics Law Acknowledgement, hr.osu.edu/wp-content/uploads/form-ohio-ethic.pdf

Sample Letters of Offer, hr.osu.edu/services/talent-acquisition/offer-letter-guidelines/

Faculty Hiring

Office of Academic Affairs, oaa.osu.edu

Graduate Associate Hiring

Graduate School Handbook, gradsch.ohio-state.edu/Depo/PDF/Handbook.pdf

Information

Affirmative Action, Equal Opportunity, & Non-Discrimination/Harassment, Policy 1.10, hr.osu.edu/policy/policy110.pdf

Benefit Eligibility by Appointment, hr.osu.edu/benefits/eligibility

Conflict of Interest and Work Outside the University, Policy 1.30, hr.osu.edu/policy/policy130.pdf

Fair Labor Standards Act, dol.gov/whd/flsa

General Records Retention Schedule, library.osu.edu/documents/records-management/general-schedule.pdf

Nepotism, Policy 1.25, hr.osu.edu/policy/policy125.pdf



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Ohio Ethics Law, codes.ohio.gov/orc/102

Reemployment of Faculty and Staff, Policy 4.25, hr.osu.edu/policy/policy425.pdf

Rules for Classified Civil Service, hr.osu.edu/policies-forms/rules-for-ccs/

Salary Administration and Classification, Policy 3.10, hr.osu.edu/policy/policy310.pdf

Self-Disclosure of Criminal Convictions and Background Check, Policy 4.15, hr.osu.edu/policy/policy415.pdf

Publications

Guide to Effective Searches, hr.osu.edu/services/talent-acquisition/recruitment-process-resources/

Hiring Publications, hr.osu.edu/services/talent-acquisition/recruitment-process-resources/

Recruitment Publications, hr.osu.edu/services/talent-acquisition/recruitment-process-resources/

Reference Checking Best Practices and Resources, hr.osu.edu/services/talent-acquisition/recruitment-process-resources/

Contacts

Subject	Office	Telephone	E-mail/URL
Policy interpretation	Human Resources Talent Acquisition	614-292-1050	hr.osu.edu/services/talent-acquisition/
Compensation	Human Resources Compensation	614-292-1050	hr.osu.edu/services/compensation/
Medical Center employment	Medical Center Human Resources, Employment Office	614-293-4995	recruitment@osumc.edu wexnermedical.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
 Edited: 09/10/2012
 Revised: 09/01/2013
 Edited: 04/14/2014