



THE OHIO STATE UNIVERSITY

HUMAN RESOURCES

Career Roadmap

Employee Review

February 22 and 24, 2022



Today's Objective

Equip employees with Career Roadmap information related to the employee review period and ensure employees are ready for the process

- 1 Career Roadmap Recap
- 2 Employee Review Overview
- 3 Preparing for Your Employee Review
- 4 Employee Review Details
- 5 Resources and Next Steps



Rob Prisbrey
Compensation Senior Director



Kalkidan Tefera
Compensation Consultant



Lisa Kennedy
Human Resources Project Manager



Laura Keves
Sr. Compensation Consultant



Joyce Wagner
Compensation Project Manager



Christine O'Malley
Sr. Communications Consultant



Career Roadmap Recap



Ohio State is creating a compensation and talent framework that is consistent, transparent, and sustainable to attract, develop, and retain employees

Market and Internal Alignment

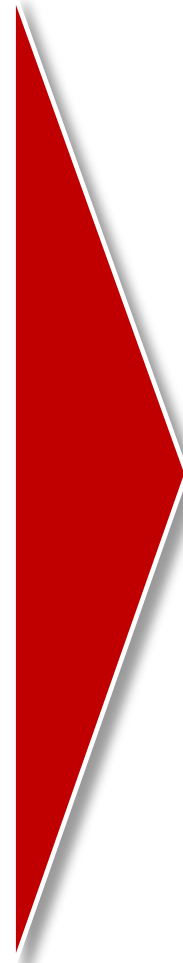
- Structure that aligns Ohio State jobs to market
- Foundation for compensation decision-making
- A common way to describe jobs and career levels across the Campus and the Medical Center

Talent Development

- Visible career path opportunities
- Better staff development discussions
- Foundation for succession planning

Risk Mitigation

- Improved FLSA and Classified Civil Service compliance
- Meaningful, proactive pay equity analysis



Career Framework



Job Catalog



Salary Structure



Compensation Policy



Annual Review Process



Job Function	Broad group of occupational disciplines e.g., Finance				
Subfunction	Recognized occupational discipline e.g., Accounting				
Career Band	Individual Contributor Series			People Leader Series	
Career Band	Technical	Clinical	Specialized	Managerial	Executive *
Career Level					E5 N/A
					E4 N/A
					E3 N/A
					E2 N/A
					E1 N/A
				M5	
			S6	M4	
			S5	M3	
		C4	S4	M2	
		C3	S3	M1	
		C2	S2		
	T4	C1	S1		
	T3				
	T2				
	T1				

Career Framework

More information about the Career Framework can be found on the Career Roadmap website hr.osu.edu/career-roadmap/career-framework

Reminder

To be in the Managerial Career Band, total reports must equal 2 FTE (4:1 ratio for student employees and volunteers) and majority of work is accomplished through other people



Career Roadmap Work Dimensions

Profile

Summary statement of the career level providing important context

Knowledge

Knowledge of work and industry practices to successfully perform

Complexity

Degree of difficulty and scope required by the position



Staff
Employees

Autonomy

Level of supervision provided and interaction with leaders

- OR -



Managers

Impact

Degree of impact position has on the organization

Interaction

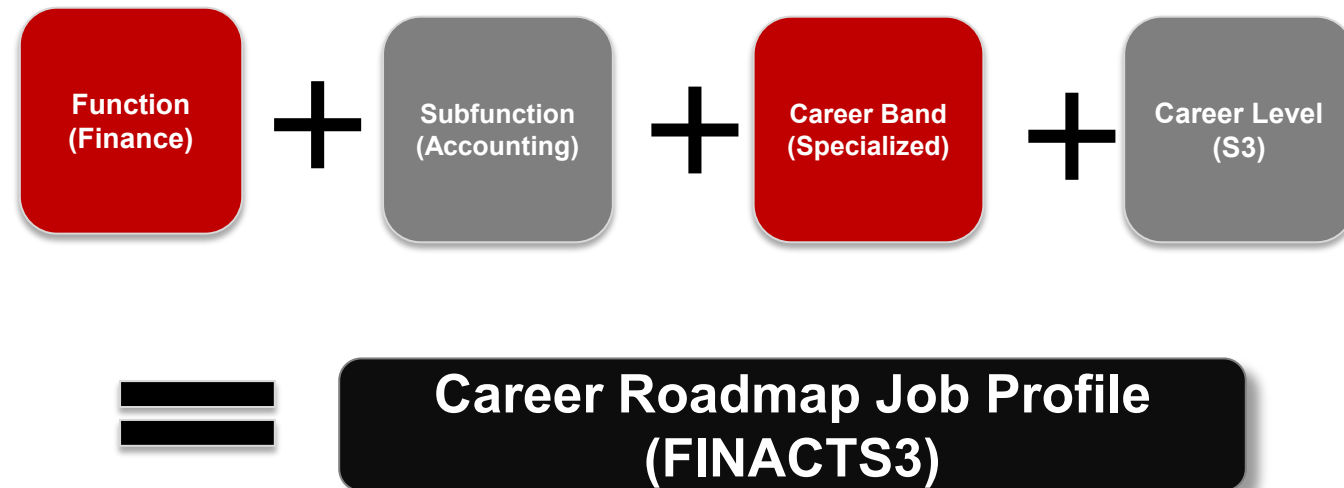
Degree of interactions with and influence on stakeholders

Education & Experience

Education and experience typically required to be successful in position



Each job profile has several standards as seen below on the right. All employees in the same job profile will share these standards



Position Title, Current State

Senior Accountant

Standards

1. **Job Profile Name:** Accountant 3
2. **Working Title:** Senior Accountant
3. **Pay Grade:** A20
4. **Pay Range*:** \$62,700 - 83,600 - \$104,500
5. **FLSA:** Exempt
6. **Job Family Status:** Unclassified

* Pay range may vary based on location of job

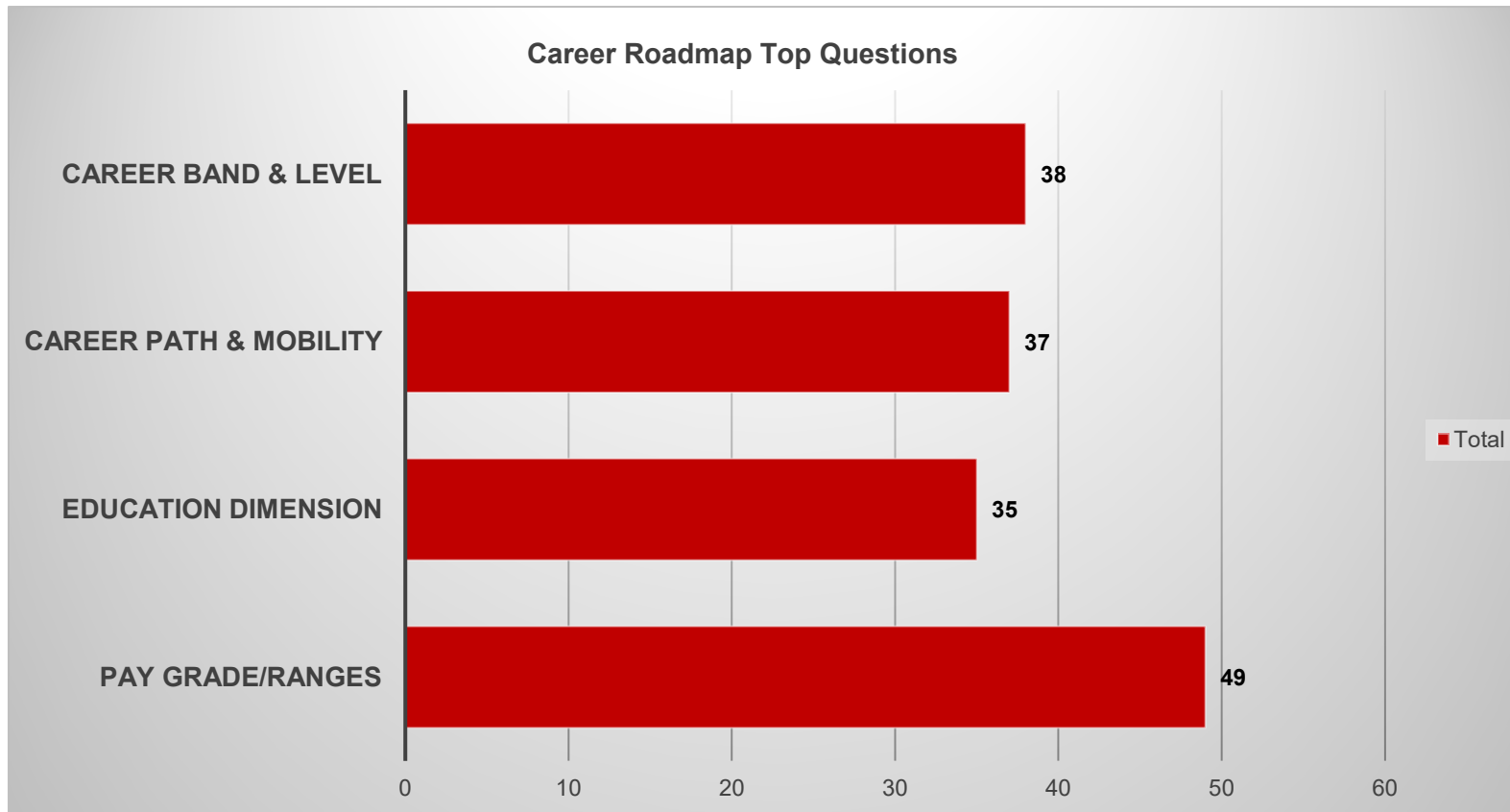


During the first employee training we shared...

- Career Roadmap basics such as the framework, Career Band and Level Guide, and the Job Catalog
- How to evaluate current positions mapped to the newly established framework
- Job profile standards: Job Profile Name, Working title, pay grade, pay range, and regulatory compliance (FLSA + Job Family)
- Available tools and resources
- Questions



Q&A session from Training 1 resulted in ~850 questions. Top themes shown below



Resources

FAQs <https://hr.osu.edu/career-roadmap/faq/>

Learning Videos
<https://hr.osu.edu/career-roadmap/resources/>



Leveraging the framework for career planning

Career Band & Level

- The duties in the position description determine the appropriate band and level.
- Not all levels are available within a given subfunction.
- Technical vs. Specialized jobs
- Skipping levels and switching between bands

Career Path & Mobility

- As the employee who holds the position gains the experience within a position, they can progress in two ways. 1) apply to an available position with a higher band/level 2) the position has evolved over time and in-seat promotion occurs.
- Career Progression doesn't only take place within one subfunction. Leverage the entire job catalog.
- When is it time to progress to the next level?



Leveraging the framework for career planning

Education Dimension

- The band and level is based on several dimensions. Education and experience are two components used to determine the right band and level.
- The education and experience dimension states “typical.” We are considering years of experience as a substitute for education for certain jobs.
- Education level of employee is higher than what is expected for the position.

Pay Grade/Ranges

- The pay range provides guidance for base salary not including allowance, shift differentials, or total pay.
- Pay grade and range is assigned at the job profile level. All employees in the same job profile will have the same grade.
- Why do the same levels (i.e., S2) in different subfunctions have different grades/ranges?
- What determines where an employee’s pay should be within the range?



Q&A



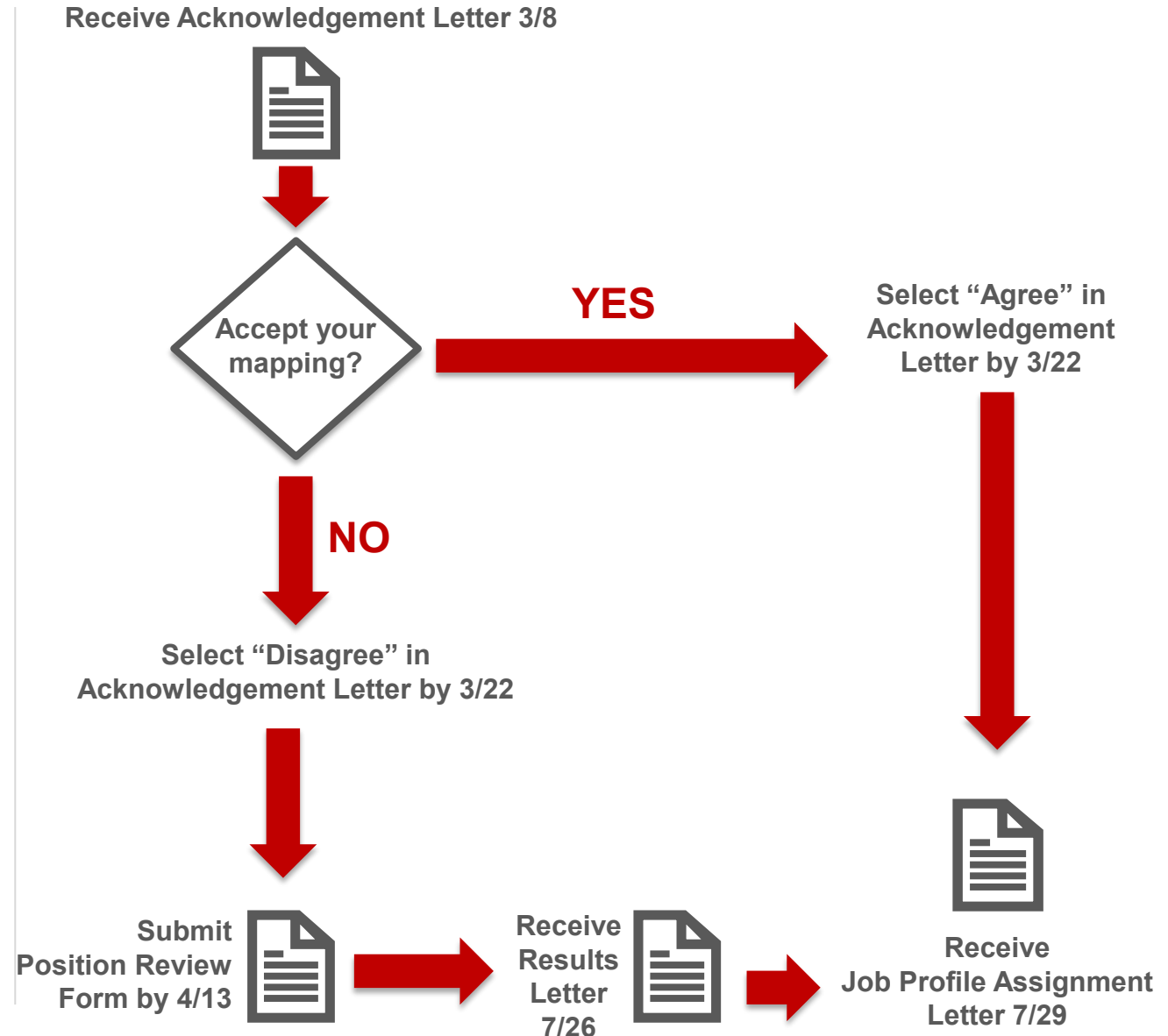
Employee Review Overview





Employee Review Process

- Is the opportunity for all in-scope staff to:
 - See where your position is in the Career Roadmap framework
 - Decide to agree or suggest a change to the **function, subfunction, career band** and/or **career level** by providing additional information
- Will require employees, managers and HR to have a role at certain points
- Will take place **February 8 – August 12**
 - Kicks off with employee training in February
 - Manager & employee conversations started around February 14
 - First letters to be sent March 8
 - Job profile assignment letter to be sent July 29
- Will utilize a web-based tool (DocuSign) to manage the workflow
- Occurs before the classification goes live in Workday



Employee Review Overview

Notify Employee

5 Weeks
Feb 14 – Mar 22



Manager

Conduct notification meetings by Mar 7

Compensation

Send Acknowledgement letter [via DocuSign](#) on Mar 8 (not all employees will receive at exact time)



Employee

Review your Career Roadmap information
Acknowledgement letter [via DocuSign](#)

Review Career Roadmap tools and decide if you're OK or if a further review of the function, subfunction, career band or career level is needed.

Click agree or disagree and submit the Acknowledgement letter [via DocuSign](#) by Mar 22

Conduct Position Review

14 Weeks
Mar 25 – June 30



Compensation

Send Position Review form [via DocuSign](#) to employee within 2-3 business days

Employee

Complete the Position Review form and submit [via DocuSign](#). by April 13

Manager

Review position submission and complete the Manager section [via DocuSign](#). by April 27

HRBP

Review position submission, and complete HR section [via DocuSign](#). by May 11

Compensation

Review position submission and previous notes, assign result, and prepare all results by Jun 30

Notify Employee of Position Review Result

2.5 Weeks
Jul 8 – Jul 26



Manager

Schedule and conduct result conversation with employee by Jul 22

Compensation

Send results letter [via DocuSign](#) on Jul 26



Employee

Review results letter [via DocuSign](#) on Jul 26

Assign Employee

2 Weeks
Jul 29– Aug 12



Compensation


Send Job Profile Assignment letter [via DocuSign](#) on July 29

Employee

Receive and sign Job Profile Assignment letter [via DocuSign](#) by Aug 12

The employee will receive these letters in order during the employee review process via DocuSign....

Acknowledgement Letter



THE OHIO STATE UNIVERSITY

Human Resources

615 North Zeeb Road
 Columbus, OH 43210
 614.293.1234
 www.ohio-state.edu/hr

Date (For Hire): Last None

Career Summary: Ohio State's new approach to hiring, emphasizing and developing skill (when launched in 2012, Career Reimagine will help modernize Ohio State's compensation and job classification system, creating a path for new entry and mid-career professionals. Since then, we have had great interest in this new approach to hiring. This was done as a result of a new hire and consistency across the university. The next part is to the employee career path, and the new hire finding is at the university's discretion. It is the opportunity for you to review how your position has been mapped to the new framework, aligns with the reality of duties and is a great fit for you.

Career Reimagine introduction: Ohio State's new approach to hiring, emphasizing and developing skill (when launched in 2012, Career Reimagine will help modernize Ohio State's compensation and job classification system, creating a path for new entry and mid-career professionals. Since then, we have had great interest in this new approach to hiring. This was done as a result of a new hire and consistency across the university. The next part is to the employee career path, and the new hire finding is at the university's discretion. It is the opportunity for you to review how your position has been mapped to the new framework, aligns with the reality of duties and is a great fit for you.

Your current classification and Career Reimagine job classification are shown in the table below. You may want to review this information to determine if you wish to request a change to your review of this document.

Current Classification		Proposed Classification	
Position Title	Position Description	Position Title	Position Description
Job Code	Job Title	Job Code	Job Title
Pay Grade	Pay Range	Pay Grade	Pay Range
Job Family	Job Family	Job Family	Job Family
Pay Progression	Pay Progression	Pay Progression	Pay Progression

Position Review Form

Career Roadmap Position Review Form

The employee rates each of the **Career Buckets** in the time for you to indicate your agreement. It also allows the candidate, supervisor, career coach and career team to submit your final remarks. You are reviewing this form because you believe "language" in the assessment letter is important to **understand** the candidate's strengths and weaknesses. The candidate, supervisor, career coach and career team will use this level of detail in needed to provide additional support and help in a coaching conversation.

For a review to take place,

- All members of the form are required to be filled. Incomplete forms will not be accepted for review.
- Provide necessary, detailed information about your position and a suggested function, position, band and level. Expect to spend time in this hour preparing your position.
- This form must be submitted by **NOVEMBER** as your suggested changes to be considered. If the change requirements are not satisfied, your position mapping will follow the original classification from the Assessment/Letter.

Submit a completed form to your assessment manager and area HR professional so we will be able to confirm the final job provided.

Employee (signature) _____
Employee HR (signature) _____
Supervisor (signature) _____
Career Coach (signature) _____
Career Team (signature) _____

ADDITIONAL COMMENTS AND CONCERNS

Summary description: _____
Please describe your position in enough detail and rate it so we can share this information. Add an education/degree focus as needed.

2. Describe _____

Results Letter

[illegible]

Job Profile Assignment Letter

[illegible]

Provide you with the function, subfunction, career band and career level that your position has been mapped to

For those who disagree, the way in which you would suggest a change to your Career Roadmap function, subfunction, career band, and/or career level

For those who submitted a position review form, provide you with the result of the thorough position review

Informs you of the
 Career Roadmap
 classification that
 will go live in
 Workday



Q&A



Preparing for Your Employee Review



Preparing for the Employee Review Period: Prior to receiving the Acknowledgment Letter via DocuSign, you can begin to prepare for the employee review period by completing the following steps:

- Ensure you have a clear understanding of the Career Framework and the tools available. Watch recording of past training and review other available resources including the [Employee Review Guide](#)
- Review your position description in Workday. **How to access your PD:** In Workday (desktop recommended), click the cloud icon in the upper right then select View Profile > Job > Jobs Tab > Position link
- Have a conversation with your manager about your position mapping and understand the thought process behind your position mapping.
- Ask questions



Step 1: Function – the function description should match approximately 70% of the primary duties in your current position description.

Position Description for Videographer

Responsible for capturing events for historical archives and produce photographic and video materials for current projects, events, presentations, and publications.

Produce video and product photography for advertising campaigns and public relations projects to engage students, staff and alumni

Initiate content production meetings for new projects to gather and propose ideas and topics for video.

Provide support to unit for its communication and marketing goals

Collaborates in the content development and message strategy.

Utilize video script writing fundamentals coordinate photo and video needs with editors, graphic artists, designers, and printers.

Sets up shoot including lighting sound and other technical details, performs non-linear editing, for multi-media formats including web and other digital distribution medium.

Instruct, guide, and supervise student video production interns and work-study students on location.

Function Description

Marketing and Communications is responsible for communications and marketing strategy and management, **partnering with colleges and business units** to provide creative solutions and consultation in the **effective execution of marketing and communications initiatives for stakeholders including current and potential students, patients, employees, media and others.**

Resource available for this step:

Online Job Catalog - apps.hr.osu.edu/career-roadmap-job-catalog/



Step 2: Subfunction – the subfunction description should match the primary duties in your current position description.

Position Description for Videographer

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Subfunction Description

Videography creates and **produces videos** for use in marketing and communications campaigns. **Responsible for pre-production activities**, including developing key message points and storyboarding, script development. May **produce and direct the videography, including equipment, lighting, sound and staging.** Performs post-production activities such as **editing**, mastering and publication to desired media.

Resource available for this step:

Online Job Catalog - apps.hr.osu.edu/career-roadmap-job-catalog/



Step 3: Career Band - there are 4 career bands – technical, clinical, specialized and managerial. Positions in the technical, clinical and specialized bands are individual contributors, while the managerial band are people leaders.

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Career Band Description

Individual Contributor – Specialized Band: is primarily achieved through individual efforts or by participation on the functional or project teams. May coordinate, influence, or review the work of others. **May be the primary owner/authority on a given program or process.** Requires the application of **specialized expertise within a profession** to achieve results. Emphasizes in-depth knowledge, project management, and influencing skills. **At more seasoned levels may manage one or two direct reports** or cultivate relationships to product optimal results. Typically requires a university degree or equivalent work experience that provides knowledge of fundamental theories, principles, and concepts

Resources available for this step:

Online Job Catalog - apps.hr.osu.edu/career-roadmap-job-catalog/

Career Band and Level Guide - hr.osu.edu/wp-content/uploads/career-band-and-level-guide.xlsx



Step 4: Career Level - assess whether the assigned career level matches the job dimensions (profile, knowledge, complexity and interaction) required for the position.

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Instruct, guide and supervise student video production interns and work-study students on location.

Career Level Description

S3: Fully experienced professional. Typically, the most prevalent job level within Career Band. **May serve as informal resource for less experienced colleagues.** Applies industry knowledge and a thorough understanding of concepts, principles, and technical capabilities to perform tasks and projects. **Works on complex projects of large scope;** may refer to precedents and defined parameters. Completes routine work independently; receives general guidance on new projects. Work reviewed for purpose of meeting objectives. Exchanges information on sensitive matters. Works to build consensus.

Resources available for this step:

Online Job Catalog - apps.hr.osu.edu/career-roadmap-job-catalog/

Career Band and Level Guide - hr.osu.edu/wp-content/uploads/career-band-and-level-guide.xlsx



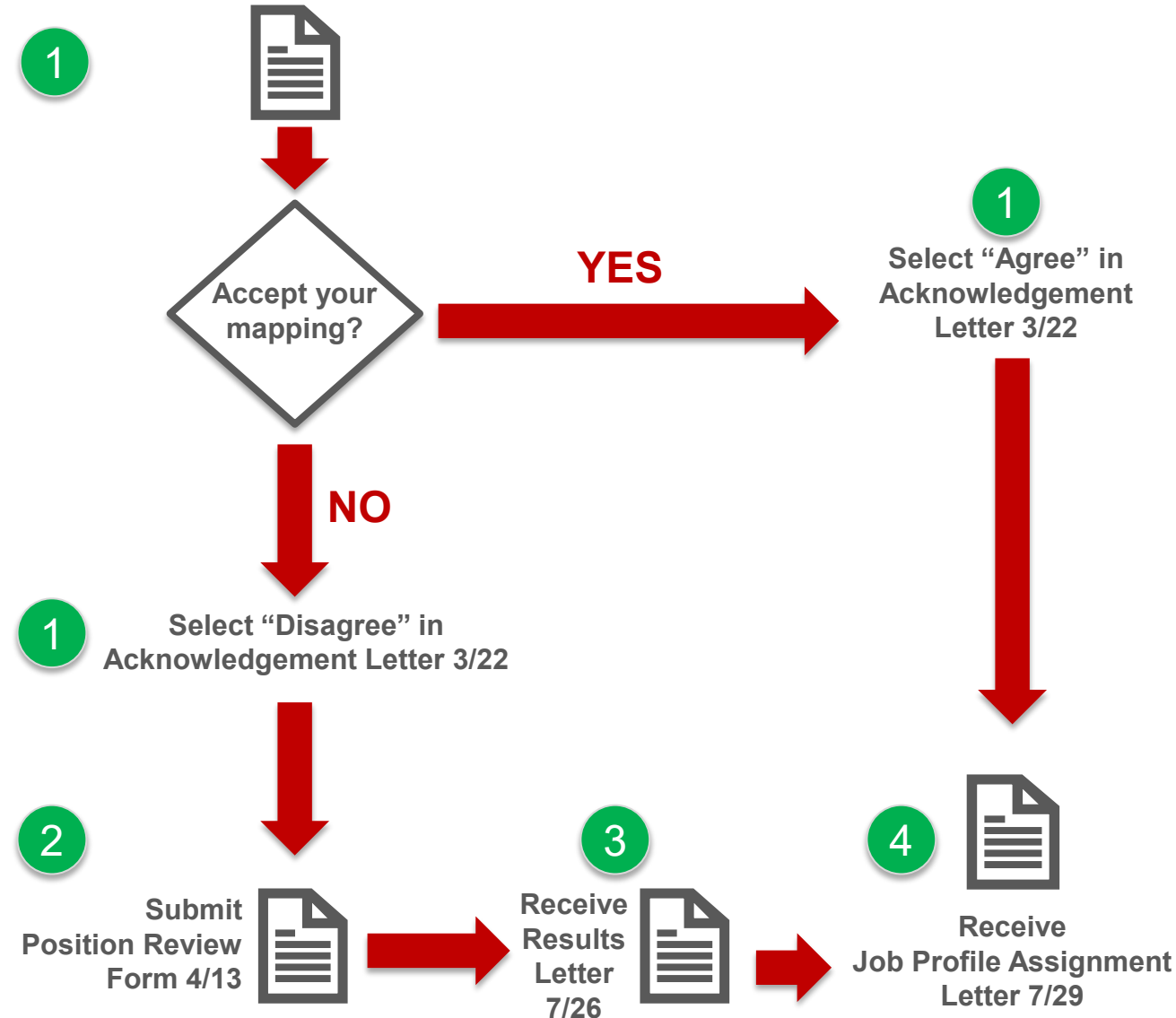
Q&A



Employee Review Details



Receive Acknowledgement Letter 3/8



1 Receive your acknowledgement letter on **March 8**

Select agree or disagree, sign and click on the Finish button by **March 22**

2 Complete employee section of the Position Review form. Sign and click on the Finish button by **April 13**

3 Have conversation with manager to understand result

Receive your result review letter on **July 26**

4 Receive your job profile assignment letter on **July 29**. Sign and click on the Finish button by **August 12**



1 Acknowledgement Letter Purpose

Provides you with the assigned Career Roadmap details. Allows you to agree or disagree with your assigned function, subfunction, career band and career level.

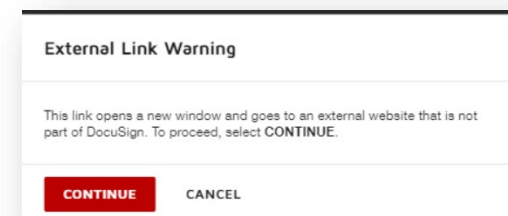
The letter will include the information below. The Career Roadmap standards below are available for informational purposes only.

Current Information	Career Roadmap Details	Career Roadmap Standards
Job Profile	Function	Job Code
Working Title	Subfunction	Job Profile
FLSA status	Career Band	Pay Grade and Pay Range
Job Family	Career Level	Working Title
Pay Frequency		FLSA status
		Job Family
		Pay Frequency



DocuSign/Other Details

- DocuSign reminders to be sent via email every 3 days until the "I agree" or "I disagree" + sign and finish action has been completed.
- The Acknowledgement letter contains a link to the Employee Review page. When you click this link, you will see this message and will need to click on the Continue button.





2 Position Review Form Purpose

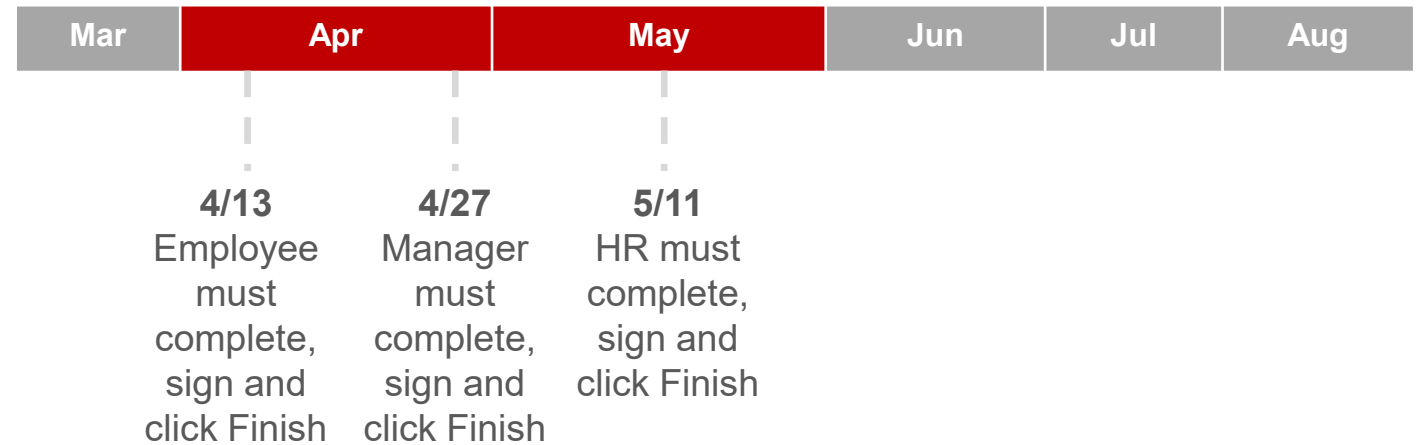
For you to provide additional information describing a suggested change to your assigned function, subfunction, career band and/or career level. Only employees who disagreed with their position mapping on the Acknowledgement letter will receive the Position Review Form.

There are three sections of the form – one for you, one for your manager and one for the HR partner.

Your section contains six parts – summary statement, discipline, responsibilities, autonomy/interaction, and additional information

The form will display the information listed below

Career Roadmap Details
Function
Subfunction
Career Band
Career Level



DocuSign/Other Details

- To be sent 2-3 business days after employee selects “I disagree” on the Acknowledgement letter.
- Leverage the Career Band and Level Guide.
- Provide context in addition to what is mentioned in your position description
- Your manager, HR and Compensation will be able to see all of the information you provided. You will also be able to see all of the information entered by your manager and HR.
- Compensation will read EVERY complete form that is submitted.
- DocuSign reminders to be sent via email every 3 days until this form has been completed.



2 Position Review Form Completion

1. Summary Statement

Briefly summarize your position's overarching purpose and role in no more than four sentences. Add an attachment if more space is needed.

To coordinate and manage the initiative set forth by the program that helps the children in the state of Ohio. Partner with external agencies to support the objectives identified within the Ohio State program. Provide day-to-day administration for the program to provide recommendations for improvement. Evaluate data from various sources to inform decisions made within the program.

2. Discipline

When describing your position to other people, name the discipline you most commonly use, such as Information Technology, Health Care Administration, Finance, etc. List just one.

Community Program Support

3. Major Position Responsibilities

List up to five primary responsibilities of your position, indicating the most important first. This is intended to provide a broad overview of the tasks that you perform on a regular basis. Please indicate what percent of time you spend on each task. The sum of column three must add to 100 percent. Please do not list any tasks that require less than 10 percent of the position's time.

Responsibilities/Task	Brief Description	Percent of Time
1. Daily Program Administration	Assist with agenda creation for meetings, partner with leadership to run the meetings, record action items and follow up.	35%
2. Communications	Create and maintain online training website for members, promotion of the program's work via various channels (e.g., social media, newsletter, community/conference presentations). Facilitate communication between Ohio State and external agencies.	25%
3. Data Analysis	Obtain data, assist program team members in gathering data from other sources, conduct data analysis, and oversee program activities.	25%
4. Reporting	Prepare the annual program report with recommendations for the improvement of the program initiative for Ohio. Communicate findings to leaders and other stakeholders.	15%
5.		
Must add up to:		100%

Part 1 - Summary Statement

Summarize your position

Part 2 - Discipline

Name your discipline or how you describe what you do

Part 3 - Responsibilities

List responsibilities of your position, they should add up to 100%

Resources available:

Blank Position Review form: hr.osu.edu/wp-content/uploads/form-blank-position-review.docx

Example Position Review form: hr.osu.edu/wp-content/uploads/sample-employee-review-form.pdf



2 Position Review Form Completion

4. Autonomy /Impact

Describe the challenges you face in your position and how you solve them. What is the most unique challenge you have encountered within the last year and how did you solve it?

A challenge I often encounter is when it comes to the formatting data from different sources. The data is structured in various ways which requires an understanding of the standard format to compile and interpret. I can address this with my understanding of our templates and procedures that are typically used in the operations of the program. The most unique challenge I have encountered within the last year was during the creation of the annual program report. In the past year there were several opportunities for improvements in this initiative. Identifying which improvement was a higher priority was my responsibility. In addition, working with a limited budget and obtaining leadership buy-in was a focus that brought additional complexity.

Describe the routine and non-routine decisions you must make in your position? How do you make them and who is involved? Who is impacted by the decision?

A routine decision that emerges often is related to information that should be shared with various groups. The information includes program updates with timelines, deadlines, and reporting. I often have to identify the right level of information to share by utilizing our social media platforms and other communication channels. My recommendation is then shared with chairpersons for their approval. Once approved, the information is then live for the external community and internal program stakeholders to access.

A non-routine decision is related to our interaction with external agencies. A few times a year, I work with representatives of the external agencies to determine how new mandates passed within the state of Ohio affects the Ohio State program. After obtaining the information, I summarize the content and provide a proposal to the panel members. Following that, I gather their feedback and make modifications to adjust how we deliver services to the community.

Do you manage others?

I do not manage others.

Do you spend most of your time managing the work of others or performing work alongside those you manage?

I primarily work on my own but interact with team members to accomplish objectives.

If you manage others, please state the following:

Number of faculty/staff employees who report to your position & their title: N/A

Number of student employees or volunteers who report to your position: N/A

Part 4 – Autonomy / Impact

- Describe the types of challenges you face
- Describe the types of decisions you make
- Describe if you manage others, how many people you manage, and the employee types of people you manage

Resources available:

Blank Position Review form: hr.osu.edu/wp-content/uploads/form-blank-position-review.docx

Example Position Review form: hr.osu.edu/wp-content/uploads/sample-employee-review-form.pdf



2 Position Review Form Completion Continued

5. Interaction

Describe your interactions with reports, peers, managers or external contacts. What type of information is exchanged, how often and in what setting(s)?

My interactions include collaboration with program leadership to facilitate meetings, create an agenda, inform on follow-up action items, and schedule program update calls. I work with peers to perform identified tasks and often interact with external contacts to communicate program activities.

6. Additional Information

Please include any additional information you feel would be relevant for the mapping of your position.

In addition to my duties outlined above, I participate in different networking groups that are comprised of individuals who participate in a similar initiative at other institutions. The information that is obtained from this helps inform the program on best practices. Also, I participated in a short-term project as a contributed resource in the MLK Jr. Day of Service representing my program initiative.

Position Mapping

To complete this section, you will want to review the list of functions and subfunctions in the *Ohio State Job Catalog and Job Code Table* located at hr.osu.edu/career-roadmap/career-framework. Using the information provided in the link, choose the function, subfunction, band, and level that you believe most closely aligns with this position. **You must use exact letters/numbers from the job catalog to populate the Job Code below.** Errors in the information populated may result in a delay in the review process.

Classification Components	Original Classification:	Employee Suggested Classification:
Function	Business Planning & Operations	Business Planning & Operations
Subfunction	Community Outreach	Community Outreach
Band	Specialized	Specialized
Level	S1	S2
Job Code	BPOCOMS1	BPOCOMS2

Part 5 – Interaction

- Describe your interactions with other people

Part 6 – Additional Information

- Provide any additional relevant information

Part 7 – Position Mapping

- Finally, select the function, subfunction, career band, and or career level you believe most closely aligns with your position

Resources available:

Blank Position Review form: hr.osu.edu/wp-content/uploads/form-blank-position-review.docx

Example Position Review form: hr.osu.edu/wp-content/uploads/sample-employee-review-form.pdf

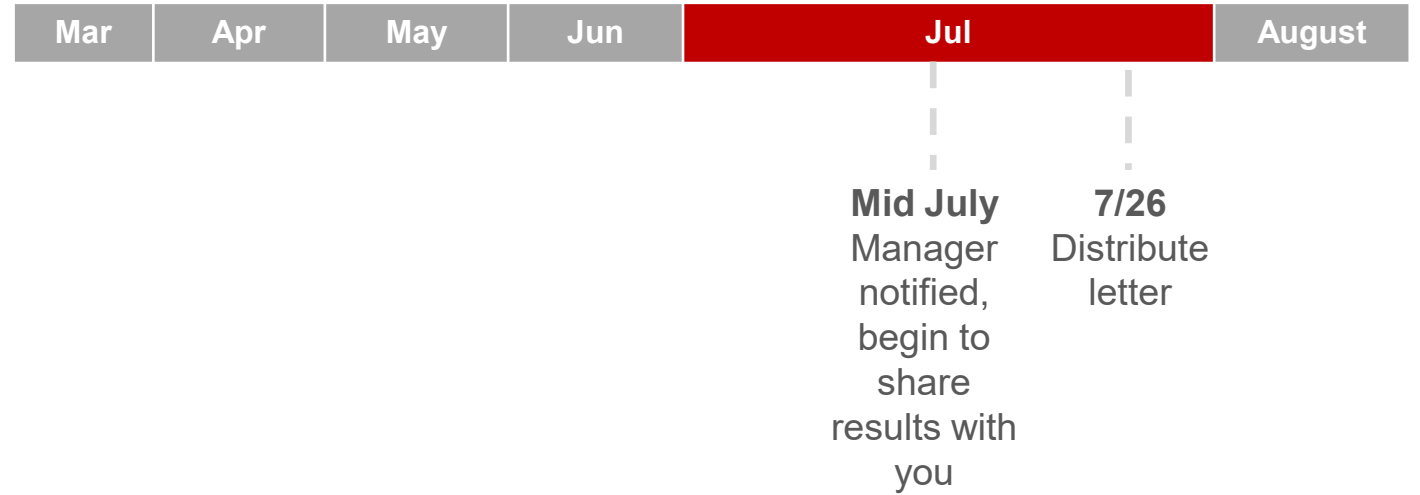


3 Results Letter Purpose

Notify employees of the result of review of a submitted Position Review Form. Only employees who disagreed with their position mapping on the Acknowledgement letter and submitted the Position Review Form will receive a Results letter.

The letter includes the Career Roadmap details and standards resulting from the review. In some cases, this may be a change from the original mapping and in others, it may be the same. The Career Roadmap standards are available for informational purposes only.

Career Roadmap Details	Career Roadmap Standards
Function	Job Code
Subfunction	Job Profile
Career Band	Pay Grade and Pay Range
Career Level	Working Title
	FLSA status
	Job Family
	Pay Frequency



DocuSign/Other Details

- Manager will be notified mid-July and asked to share results with you
- DocuSign reminders to be sent via email every 3 days until sign and finish action has been completed.

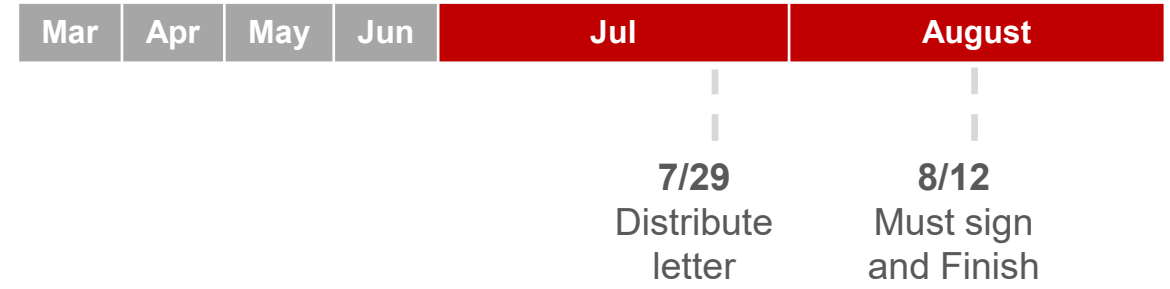


4 Job Profile Assignment Letter Purpose

Provide the final notification to all employees prior to the changes being reflected in Workday.

The form will display the information listed below

Career Roadmap Details	Career Roadmap Standards
Function	Job Code
Subfunction	Job Profile
Career Band	Pay Grade and Pay Range
Career Level	Working Title
	FLSA status
	Job Family
	Pay Frequency



DocuSign/Other Details

- Will receive automatic DocuSign reminders via email every 3 days until action has been completed



Q&A



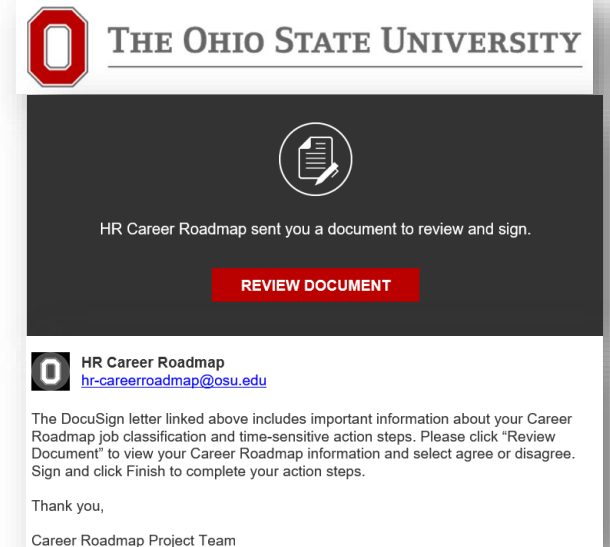
Resources and Next Steps



Employee Review letters and forms...

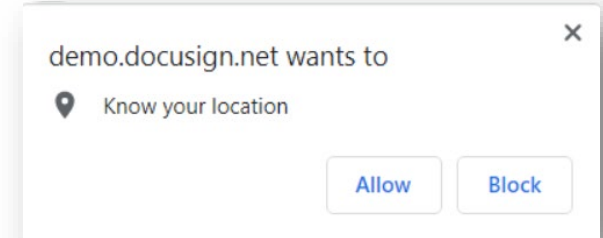
- Will be sent through a tool called DocuSign
- Will be sent to your lastname.# email address, including Wexner Medical Center employees
- The subject of the email will reference Career Roadmap
- From HR Career Roadmap with an email address of dse@docusign.net
- If you do not receive the email, check your junk mail folder or rules that move DocuSign emails to another folder
- Click on the Review Document button to open the letter or form
- You will need to log in with your university username and password and may be prompted to use BuckeyePass (Duo)

Action Steps: Career Roadmap Employee Acknowledgement Letter





- The first time you log in to DocuSign, you will be asked to allow DocuSign to know your location. Click the X to close this dialogue box. This will not prevent you from viewing the letter or form.



- At the top of the letter or form, you will see the following features:



Allows you to increase or decrease the font size in your own letter or form.



Allows you to download the letter or form to your computer. You can download it before you sign or afterwards. You cannot make changes to it or sign it a downloaded copy. You cannot upload it.



Allows you to print the letter or form. You can print it before you sign or afterwards.



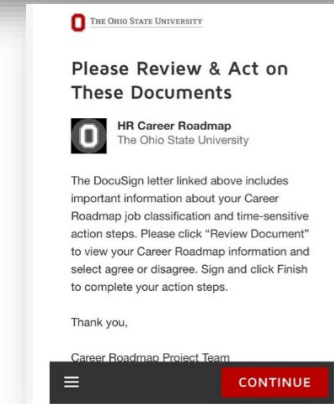
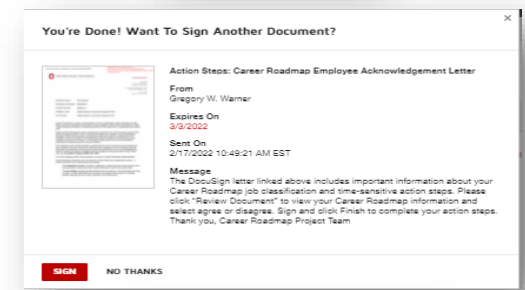
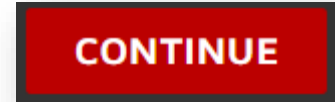
Allows you to add Comments to the letter or form. We recommend that you do not use this feature.



Allows you to access the DocuSign help.



- To get started, click on the Continue button.
- At this time, you can now view, download, or print the letter.
- Until you Sign and click on the Finish button, you may:
 - Continue to view the letter/form as well as enter necessary information
- Once you sign and finish, you'll get a confirmation that you are done.
- Until you sign and finish, you will receive a reminder email from DocuSign every three days.
- You can use a mobile device to access the Career Roadmap letters and forms. The view and steps may be slightly different than using a desktop.
- Need help with accessibility? Contact hrcompensation@osu.edu for assistance.





The Ohio State University

HUMAN RESOURCES

Resources and Next Steps

Home > HR Transformation > Career Roadmap

Careers at Ohio StateNew Employee

Career Roadmap

Employee Review Period

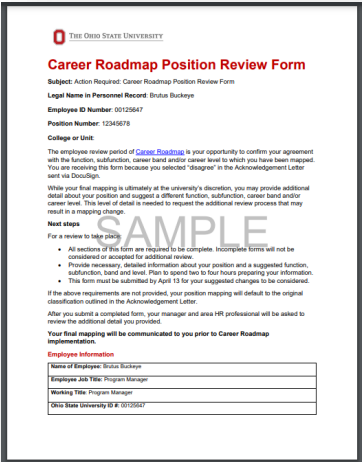
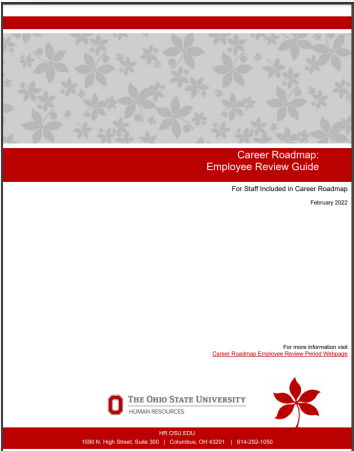
Career Roadmap is a modern compensation and job classification model developed by Ohio State to provide transparent career paths and pay ranges for staff. Each in-scope staff position was mapped to a Career Roadmap job. The employee review period is the opportunity for staff to review where their position is mapped in the framework.

While an employee's final mapping is at the university's ultimate discretion, the employee review period will provide the opportunity for you to agree with the mapping or disagree and request further review.

Managers, HR business partners and leaders have all provided input to how employees are mapped to the new framework over the course of the project. This was done to ensure accuracy and consistency across the university.

What to Expect

Specific dates of the employee review timeline are still being determined. The following information is an overview of how the process will happen.



DocuSign Scenarios for Career Roadmap Employee Review Period

	If Employee...	Outcome
1	Selects the "I agree" radio button in the Acknowledgement letter prior to the deadline	There will be no further DocuSign communication to the employee until the Job Profile Assignment letter is issued.
2	Selects the "I disagree" radio button prior to the deadline	Compensation is notified and will send the employee a Position Review form.
3	Does not select either the "I agree" or "I disagree" radio button in the Acknowledgement letter by the deadline	The Acknowledgement letter becomes void (in DocuSign) and will no longer be available. It will be assumed that the employee agrees with the mapping indicated in the Acknowledgement letter, and there will be no further DocuSign communication until the Job Profile Assignment letter is issued.
4	Selected the "I disagree" radio button in the Acknowledgement letter, received the Position Review form, completes and submits the Position Review form by the deadline	The Position Review form will go to the manager, HR Business Partner and Compensation for their respective feedback. After Compensation has completed the final review, a Results letter will be issued to the employee.
5	Selected the "I disagree" radio button in the Acknowledgement letter, received the Position Review form but does not fully complete the Position Review form by the deadline	The Position Review form becomes void (in DocuSign) and will no longer be available. It will be assumed that the employee agrees with the mapping indicated in the Acknowledgement letter, and there will be no further DocuSign communication until the Job Profile Assignment letter is issued. A Results letter will not be issued as the Position Review form was not submitted.
6	Selected the "I disagree" radio button in the Acknowledgement letter, received the Position Review form, begins to complete form but does not submit it by the deadline	The Position Review form becomes void (in DocuSign) and will no longer be available. It will be assumed that the employee agrees with the mapping indicated in the Acknowledgement letter, and there will be no further DocuSign communication until the Job Profile Assignment letter is issued. A Results letter will not be issued as the Position Review form was not submitted.
7	Selected the "I disagree" radio button in the Acknowledgement letter, received the position review form, completes and submits the Position Review form by the deadline but the information in the form is partially complete	The Position Review form will go to the manager, HR Business Partner and Compensation for their respective feedback. After Compensation has completed the final review, a Results letter will be issued to the employee. The Results letter will indicate the same mapping as the Acknowledgement letter due to the incomplete Position Review form.
8	Selects the "I agree" radio button in the Acknowledgement letter prior to the deadline and then transfers to a new/different position	The colleague should inform the employee of the mapping associated with the new/different position. The employee will receive a second Acknowledgement letter with the match-up process and should then select the "I agree" radio button. The second Acknowledgement letter will supersede the original one. Upon notification, Compensation can manually void the original Acknowledgement letter.

Employee Review Page

Employee Review Guide

Position Review form example

DocuSign Scenarios

Research Subfunction - T Band				
Note: position mapping should be based on the various dimensions outlined below. The crosswalk from the pre-Career Roadmap should help guide the position mapping but not the only reason for the decision.				
Dimensions	Research Asst. Research Associate	Research Assistant 1	Research Assistant 2	Research Project Coordinator/ Research Associate 1
Education	Minimum lab safety and equipment. Assist in laboratory experiments. Performs data entry and analysis as needed.	General support and maintenance of laboratory equipment. Performs data entry and analysis as needed.	Collects and processes samples. Conducts experiments. Assist in the design and implementation of laboratory and field research projects. Performs statistical analysis. Prepares final research reports and scientific publications.	Oversees research data entry and analysis. Manages lab safety. Trains and mentors new and existing research lab staff in technical lab procedures. May perform experiments, preparation of graphs and publications.
Knowledge	Unlimited knowledge and experience.	General knowledge of processes and/or tools required for the role through hands-on experience and training. May serve as informal resource for less experienced colleagues.	Specialized knowledge of processes and/or tools required in the team or department through on-the-job training and/or certification or degree.	Specialized knowledge of processes and/or tools required in the team or department and through on-the-job training and/or certification or degree.
Complexity	Solves straight-forward problems. Relies upon guidance and training from supervisor and more experienced colleagues.	Recognizes and solves routine issues that occur within the team or department without supervisory approval.	Anticipates, recognizes and solves routine issues that occur within the team, department or customers without supervisory approval.	Anticipates, recognizes and solves the most complex issues and questions that arise within the team, department, or with customers.
Autonomy	Significant support and feedback provided by supervisor including well-structured work assignments.	Relies upon guidance and training from supervisor and more experienced colleagues. When additional issues are encountered.	General support and maintenance of laboratory equipment. Performs data entry and analysis as needed.	Oversees research data entry and analysis. Manages lab safety. Trains and mentors new and existing research lab staff in technical lab procedures. May perform experiments, preparation of graphs and publications.
Education	High School diploma or Associate Degree required	Bachelor's Degree required	Bachelor's Degree required	Bachelor's Degree required
Years of Experience	Years of relevant experience 0-1	Years of relevant experience required 1-2	Years of relevant experience required 2-3	Years of relevant experience required 3+

Career Roadmap Job Catalog

Use the fields below to search the 3,800 Career Roadmap job titles. To find one specific job title, complete all four dropdowns - Function, Subfunction, Career Band and Career Level. You can also select any combination to view multiple job titles. If you are unsure which job title you want, you can use the search options for the job title or description.

Filters

Function: (any)

Subfunction: (any)

Career Band: (any)

Career Level: (any)

Job Title: (Searches job title for each word in any order)

Description: (Searches job description for exact match)

SearchReset

Online Job Catalog

Excel Job Catalog

PDF Job Catalog

Frequently Asked Questions Page

Pay Range Details

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- ❑ **Prepare** by reviewing the Career Roadmap framework, job catalog, and career band and level guide, Employee Review Period webpage
- ❑ **Schedule** time for yourself to complete this process
- ❑ **Find** and **review** your current position description in Workday. How to access your PD in Workday (desktop recommended): click the cloud icon in the upper right then select View Profile > Job > Jobs Tab > Position link
 - ❑ If position description is outdated, work with your manager and HR partner to update it in Workday
- ❑ **Click** “I agree” or “I disagree” plus sign and click Finish on the Acknowledgement letter by March 22
- ❑ **Complete** the Position Review form by April 13 (if you disagree). Sample can be found on the Employee Review Period webpage
- ❑ A list of computing resources is available on the Employee Review webpage
- ❑ If you need accessibility accommodations during this process, please contact hrcompensation@osu.edu



Q&A



For questions, reach out to...

Your manager

Unit HR Partner hr.osu.edu/directory

Career Roadmap Website hr.osu.edu/career-roadmap

Compensation Team HRCompensation@osu.edu

THANK YOU FOR YOUR PARTICIPATION!