



Applies to: Staff and applicants for staff positions

(Staff who are members of a bargaining unit and are covered by a collective bargaining agreement are included in this policy. However, when this policy conflicts with specific terms in the applicable collective bargaining agreement, the language in the collective bargaining agreement will prevail.)

Responsible Office

Office of Human Resources

POLICY

Issued: 11/01/1973

Revised: 11/28/2022 (minor revision)

The university recruits and selects the most qualified individuals for open positions. All qualified **applicants** will receive consideration for employment in accordance with the university’s [Affirmative Action & Equal Employment Opportunity policy](#) and [Ohio Executive Order 2019-05D](#).

The hiring of non-U.S. residents is subject to specific federal statutes. Questions regarding necessary visas or immigration filings should be addressed to the Office of Human Resources (OHR), Talent Acquisition.

Purpose of the Policy

To provide guidance and establish consistent standards for how staff employment opportunities are posted and filled.

Definitions

Term	Definition
Applicant	An individual who has applied for a specific position for employment with the university, meets the basic qualifications for the position, is considered by the university for the position, and does not voluntarily remove themselves from consideration for the position.
Background check	Process of acquiring records regarding an individual that are used to determine eligibility for initial or ongoing employment or other university activities. The types of background checks are explained in the Background Check Standards and Toolkit .
Candidate	Applicant who is considered beyond the initial screening portion of a selection process.
Common start date	A starting date for employment, which aligns with the start of a bi-weekly pay period. (The schedule may be adjusted during high volume times, and additional dates may be added as necessary, for example, at the start of autumn semester.)
Contingent worker	A Workday classification assigned to an individual who is not an employee of the university, and who does not receive payments through Payroll Services. Examples of contingent workers include, but are not limited to, unpaid visiting fellows, employees of OSU Physicians, and certain Medical Center contractors and vendors. Employees of Central Ohio Technical College (COTC) and Faculty Club who purchase or participate in Ohio State benefits are classified as contingent workers.
Criminal conviction	Being found guilty, entering a guilty plea, or pleading no contest to a felony or misdemeanor.
Final candidate	Internal or external applicant identified as the finalist for a position.
Full-time equivalency (FTE)	An employee’s assigned hours per work week divided by 40, and then multiplied by 100. For example, an employee assigned 30 hours per work week has a 75% FTE (30 divided by 40 equals .75, multiplied by 100 equals 75%).
Interim position	A position filled by an individual on other than a regular basis when the former incumbent of the position has vacated the position.
Job requisition	A formalized electronic request to seek approval to post a position.
Reference check	Process of acquiring information regarding a candidate’s past job performance, issues of character and integrity, and appropriate qualities for the position.
Unit	College or administrative unit.



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Policy Details

- I. Job Requisition Initiation and Recruitment
 - A. A fundamental part of the recruitment and selection of staff is an intentional approach to initiating and approving **job requisitions** to fill vacant or new positions and an accompanying recruitment strategy to identify qualified applicants.
 - B. Talent Acquisition will lead the recruitment and selection processes for staff.
 - C. All **units** must consult with Talent Acquisition to publicize openings within their units, and together they will strive to reach the broadest and most diverse pool of applicants. Talent Acquisition can provide assistance preparing and placing advertisements.
 - D. Positions published online should include the information listed within Procedure II.C. below.
- II. Postings
 - A. All university positions must be posted, unless otherwise indicated within this policy. The university recognizes that there may be circumstances that necessitate the university not post a position. All such circumstances must be presented to and approved by Talent Acquisition.
- III. Eligibility for Positions
 - A. A staff member serving a probationary period may apply for other university positions but is ineligible for consideration for positions unless the posting periods end within five calendar days of the end of the staff member's probationary period.
 - B. Graduate associates and other student employees may apply for staff positions but may not hold a staff position and a graduate associate or student position concurrently.
 - C. Former employees may be deemed ineligible for reemployment at the university.
- IV. Selection and Identification of Final Candidate
 - A. Ohio State is an Equal Opportunity, Affirmative Action Employer.
 - B. The university is strongly committed to ensuring a diverse work force.
 - C. The university is committed to hiring a talented workforce through recruitment practices that are fair and consistent and that comply with all applicable laws and regulations.
 - D. Selection criteria must be applied equally and consistently to all applicants.
- V. Onboarding
 - A. Units should develop onboarding plans consistent with university onboarding initiatives, if any. 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 (see [New Employee Onboarding page](#)).
- VI. Dual Career Support
 - A. The university may provide final candidates' partners with information regarding networking opportunities within the university and the community, so that they may become aware of employment opportunities. The university is not a placement agency, and dual career support, if provided, is not a guarantee of employment for the partner.



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PROCEDURE

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- I. Job Requisition Initiation and Recruitment
 - A. When there is a job opening for a position, a hiring manager or manager liaison must initiate a job requisition prior to posting or advertising the job opening.
 - B. The approval path for job requisitions will route via Workday.
- II. Postings
 - A. Once a job requisition is approved, a Talent Acquisition consultant will post the job posting(s) on the [HR Careers website](#). Each posting will be listed for a minimum of seven days. The posting schedule may be adjusted for university holidays and system upgrades.
 - B. Job postings and application systems may be found at the [HR Careers website](#).
 - C. Required information for job postings
 1. Required position information:
 - a. Classification or job profile
 - b. Unit
 - c. Summary of duties and qualifications
 - d. Pay grade
 - e. Work schedule
 2. Other requirements:
 - a. The language “requires successful completion of **background check**” must appear in the “requirements” section of all posted position descriptions. This language is automatically included by Workday.
 - b. The language “a drug screen, physical, or psychological screening may be required during the post offer process” must appear in the “terms and agreements section” of the employment application. This language is automatically included by Workday.
 - c. Single postings may be used when multiple headcount of the same position exists. Language indicating multiple headcount must be included in the posting.
 - D. Positions that require posting include but are not limited to:
 1. Regular (ongoing) positions, including seasonal positions
 2. Term positions, including post-doctoral scholar positions, visiting fellows with a living allowance, and non-exempt visiting scholars
 3. Positions changing from temporary or term to regular, or from acting or interim to regular
 4. Temporary positions
 5. Faculty positions (see [Faculty Rule 3335-5-19](#) and [Faculty Recruitment and Selection policy](#))
 6. Intermittent positions
 - E. Positions and situations that do not require posting include but are not limited to:
 1. Job reclassifications (see [Staff Compensation 3.10 policy](#))
 2. Positions filled by Classified Civil Service (CCS) reinstatement, recall, or a reduction in work force placement
 3. Changes in **full-time equivalency (FTE)** levels
 4. Acting and **interim positions**. Although these positions do not require posting, filling them on a permanent basis requires a posting and all interested applicants, including those in acting or interim status, must submit an application in order to be considered for the permanent position.
 5. When an employee is temporarily assigned duties of a position with increased job responsibilities, scope, and impact, as evidenced by job title and or pay range (see [Rules for Classified Civil Service, Interim Allowance 3335-83-04](#))
 - F. Reassignments within a department



Applies to: Staff and applicants for staff positions

1. A Talent Acquisition consultant and Employee and Labor Relations must be consulted to determine whether a reassignment of a position within a department without a change of classification requires a posting.
- III. Use of Search Firms
- A. The use of retained or contingent search firms must be approved by Talent Acquisition and the Senior Vice President of Talent, Culture and Human Resources. Failure to obtain these approvals will delay the recruitment and selection process.
- IV. Application for Positions
- A. All **candidates** must submit a current and complete certified application in order to be considered for a temporary, term, regular, or intermittent position.
 - B. Staff are permitted a reasonable period of time during their work schedule, as determined by the supervisor, to interview for university positions and to take any job-related assessments or examinations.
- V. Selection and Identification of Final Candidates
- 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 (see [Rules for the Classified Civil Service, Applications 3335-57-02](#)) and should also be documented by the recruiter prior to the beginning of the selection process for unclassified staff. Whether the process involves selecting CCS or unclassified staff, the unit's method for application evaluation must be consistent.
 - B. Units must consider CCS staff affected by a reduction in force who have not elected severance pursuant to the [Staff Severance Program 2.40 policy](#) for positions for which they are qualified for 12 months after the effective date of termination.
 - C. **Contingent workers** are ineligible to be selected for university positions and simultaneously retain their contingent worker status.
 - D. A university employee cannot be a contingent worker and simultaneously maintain their university employment status.
 - E. A university staff member selected for transfer or promotion is expected to provide a minimum two-week notice to their current unit 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 units.
- VI. Offer and Onboarding
- A. The final candidate for a position must receive an authorized offer letter. Talent Acquisition must ensure that offer letters are authorized and that they contain required language.
 - B. All authorized offer letters must include the following statement: "This offer is contingent upon the university's verification of credentials and other information required by law and/or university policies or practices, including but not limited to a criminal background check." See [Background Check 4.15 policy](#).
 - C. The university may rescind an offer of employment to a final candidate prior to the final candidate's start date when the university obtains information about the final candidate that it considers, in its sole discretion, warrants a rescission of the offer of employment.
 1. When a unit wishes to rescind an offer of employment, the unit must consult with Talent Acquisition prior to the rescission.
 2. If it is determined that the unit may rescind the offer of employment, Talent Acquisition will provide a written rescission letter to the final candidate.
 - D. The salary offered to the successful candidate will be consistent with the [Staff Compensation 3.10 policy](#).
 1. If a unit desires to offer a successful candidate a salary that exceeds \$270,000 per year, the proposed offer will be routed, via Workday, to the Office of Human Resources, Compensation ("Compensation") for approval.
 2. The university is not responsible for unauthorized commitments.



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- E. Units must ensure that all new hires begin their employment on one of the university’s **common start dates** unless approval for another date has been obtained from Talent Acquisition.
- VII. Background Checks and Criminal Convictions
 - A. Current university employees, including university employees holding interim positions, and applicants for university employment must comply with all aspects of the [Background Check 4.15 policy](#).
 - B. Current university employees, including university employees holding interim positions, must also comply with the [Self-Disclosure of Criminal Convictions 4.17 policy](#).
 - C. Additional Verifications
 - 1. OHR or the unit may also conduct a **reference check** on an applicant, which for applicants who are current university employees should include a review of their personnel file. If a reference check is performed by a third party outside of the university, the unit must comply with the obligations under the [Fair Credit Reporting Act](#).
 - 2. OHR or the unit may also verify, among other items, the educational background, licenses, and credentials provided by applicants.
- VIII. Nepotism
 - A. Internal and external applicants are required to self-disclose, at the time of application, if the position for which they are applying reports to or supervises a family member. See [Nepotism 1.25 policy](#).
- IX. Falsification or Omission of Information on Application
 - A. Applicants who provide false information or omit any requested information on their application materials or during the interview process may be deemed to have falsified their application and may be ineligible for hire or subject to corrective action up to and including termination post-hire. Internal applicants may be subject to corrective action up to and including termination, in accordance with applicable policies or rules.
- X. Tobacco/Drug Free
 - A. The university is a tobacco (see [Tobacco Free Ohio State 7.20 policy](#)) and drug-free workplace.
 - B. 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, in accordance with applicable policies or rules.
- XI. Work Verification
 - A. The university 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.
- XII. Ethics
 - A. The university is required by state law to have staff receive and acknowledge a copy of the [Ohio Ethics Law](#) (Ohio Revised Code, Chapter 102) for public officials and state employees. A link to the law will be provided within the offer letter, and staff may acknowledge receipt electronically.

Responsibilities

Position or Office	Responsibilities
Applicants/Candidates	1. Complete and submit certified application as set forth in the policy. 2. Self-disclose, at the time of application, if the position for which they are applying reports to or supervises a family member. 3. Comply with Background Check 4.15 policy.
Compensation	Review and, when appropriate, approve salary offers that exceed \$270,000 per year.



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Position or Office	Responsibilities
Employees	<ol style="list-style-type: none"> 1. Comply with Background Check 4.15 policy. 2. Comply with Self-Disclosure of Criminal Convictions 4.17 policy.
Employee and Labor Relations	Consult with and advise units to determine whether a reassignments of a position within a department without a change of classification must be posted.
Hiring manager/manager liaison	Initiate job requisition prior to posting or advertising a job opening.
Senior Vice President of Talent, Culture and Human Resources	Approve use of retained or contingent search firms when appropriate.
Talent Acquisition	<ol style="list-style-type: none"> 1. Lead recruitment and selection processes for staff. 2. Approve unit requests to not post a position, when the circumstances demonstrate that a posting is not necessary. 3. Approve use of retained or contingent search firms when appropriate. 4. Ensure that offer letters are authorized and contain required language as set forth in the policy. 5. Provide written rescission letters to final candidates when appropriate.
Talent Acquisition consultant	<ol style="list-style-type: none"> 1. Post job postings on HR Careers website as set forth in the policy. 2. Consult with, and advise, units to determine whether a reassignment of a position within a department without a change of classification must be posted.
Unit	<ol style="list-style-type: none"> 1. Consult with Talent Acquisition to publicize openings as set forth in the policy. 2. Use and document a consistent method for applicant evaluation as set forth in the policy. 3. Permit reasonable release time to employees from their work schedule, as determined by the supervisor, to interview for university positions and to take any job-related assessments or examinations. 4. Consider classified civil service employees who have been affected by a reduction in force, and who did not elect severance, for positions for which they are qualified for 12 months from the effective date of termination. 5. Consult with Talent Acquisition before rescinding an offer of employment. 6. Ensure that all new hires begin their employment on one of the university's common start dates unless otherwise approved by Talent Acquisition. 7. Submit salary offers that exceed \$270,000 per year through Workday to be routed to Compensation for approval.
University	<ol style="list-style-type: none"> 1. Verify the identity and work authorization of all new employees. 2. Include link to Ohio Ethics Law in offer letters as set forth in the policy.

Resources

Forms

Self-Disclosure of Criminal Convictions, hr.osu.edu/wp-content/uploads/form-self-disclosure-criminal-convictions.pdf

Governance Documents

Laws and Executive Orders

Fair Credit Reporting Act, [ftc.gov/legal-library/browse/statutes/fair-credit-reporting-act](https://www.ftc.gov/legal-library/browse/statutes/fair-credit-reporting-act)

Fair Labor Standards Act, [dol.gov/agencies/whd/flsa](https://www.dol.gov/agencies/whd/flsa)

Ohio Ethics Law, ethics.ohio.gov/education/overview.html

Ohio Executive Order 2019-05D, governor.ohio.gov/media/executive-orders/2019-05d

University Policies, policies.osu.edu

Affirmative Action & Equal Opportunity go.osu.edu/aaceo-policy

Background Check, 4.15, hr.osu.edu/policy/policy415.pdf

Faculty Recruitment and Selection, go.osu.edu/faculty-recruitment-selection-policy

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

Outside Activities and Conflicts, go.osu.edu/outside-activities-policy

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

Self-Disclosure of Criminal Convictions, 4.17, hr.osu.edu/policy/policy417.pdf

Staff Compensation , 3.10, hr.osu.edu/policy/policy310.pdf



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Staff Severance Program, 2.40, hr.osu.edu/policy/policy240.pdf

Tobacco Free Ohio State, 7.20, hr.osu.edu/policy/policy720.pdf

University Rules

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

Additional Guidance

Background Check Standards and Toolkit, hr.osu.edu/policy/resources/415standards.pdf

Benefits Eligibility, hr.osu.edu/benefits/eligibility

HR Careers Website, hr.osu.edu/careers

HR Talent Acquisition, hr-stage.org.ohio-state.edu/services/talent-acquisition

New Employee Onboarding, hr.osu.edu/new-employees

Non-employee Population Reference Guide, admin.resources.osu.edu/workday/workday-for-managers-and-leaders/nep-reference-guide

Workday Hiring for managers and leaders, admin.resources.osu.edu/workday/workday-for-managers-and-leaders/hiring-for-managers-and-leaders

Workday Onboarding For New Employees, admin.resources.osu.edu/workday/workday-onboarding-for-new-employees

Workday Talent Acquisition Overview for Human Resources, admin.resources.osu.edu/workday/workday-for-core-users-human-resources/talent-acquisition-overview

Contacts

Subject	Office	Telephone	E-mail/URL
Compensation	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu
Non U.S. hire	Office of International Affairs	614-292-6101	oia.osu.edu oia@osu.edu
Policy questions	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu

History

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Revised:	01/03/2021	Reflects material revision approved by President's Cabinet and subsequent minor revision adding "contingent workers" to the policy and inserting HR Connection in the Contacts section
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