



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: 01/03/2021 - Not in effect until Workday HR and Payroll are implemented at Ohio State. For information only.

Current Policy: Recruitment and Selection, 4.10

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, and Non-Discrimination/Harassment policy and Executive Order 2019-05D.

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, Talent Service Center.

Purpose of the Policy

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

Definitions

Table with 2 columns: Term and Definition. Rows include Applicant, Background check, Candidate, Common start date, Criminal conviction, Final candidate, Full-time equivalency (FTE), Interim position, Reference check, Requisition, and Unit.



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### Policy Details

- I. Requisition Initiation and Recruitment
  - A. A fundamental part of the recruitment and selection process 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. Talent Acquisition in the Office of Human Resources 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 experience requirements, essential functions of the position, position role, and work environment.
- 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. The Ohio State University 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.
- 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.

### PROCEDURE

Issued: 11/01/1973  
Revised: 01/03/2021

- I. Requisition Initiation and Recruitment
  - A. When there is a job opening for a position, a hiring manager or manager liaison must initiate a requisition prior to posting or advertising the job opening.
  - B. The approval path for requisitions will route via Workday.



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II. Postings

- A. Once a requisition is approved, a Talent Acquisition consultant will post the job posting(s) by the established deadline, and then post it on the university's career page on a weekly basis. 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 [hr.osu.edu/careers](http://hr.osu.edu/careers).
- C. Required Job Information for 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.
    - 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.
    - 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. Positions filled by Classified Civil Service (CCS) reinstatement, recall, or a reduction in work force placement
  3. Term positions, including post-doctoral scholar positions, visiting fellows with a living allowance, and non-exempt visiting scholars
  4. Positions changing from temporary or term to regular, or from acting or interim to regular
  5. Temporary positions
  6. Faculty positions (see Faculty Rule 3335-5-19, [Definition of Faculty](#))
  7. Intermittent positions
- E. Positions and situations that do not require posting include but are not limited to:
  1. Reclassified positions (see [Salary Administration and Classification 3.10 policy](#))
  2. Changes in **full-time equivalency (FTE)** levels
  3. 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.
  4. Temporary promotions and temporary work-level adjustments (see [Rules for Classified Civil Service, 3335-83-04](#))
- F. Reassignments within a department
  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 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, or regular 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.



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### 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, 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 with the [Recruitment and Selection Guide](#).
- B. CCS staff affected by a reduction in force who have not elected severance pursuant to the [Staff Severance Program 2.40 policy](#) must be considered for positions for which they are qualified for 12 months after the effective date of termination.
- C. 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 written offers of employment 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 [Salary Administration and Classification 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 [Compensation](#) within the Office of Human Resources for approval.
  2. The university is not responsible for unauthorized commitments.
- E. Units must ensure that all new hires begin their employment on one of the university's **common start dates**.

### 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. Human Resources or the unit must 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. The unit should consult with the Office of Human Resources Background Check Coordinator for information regarding those obligations.
  2. Human Resources 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](#).



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- 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.
- X. Tobacco/Drug Free
  - A. The university is a tobacco and 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.
- 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	<ol style="list-style-type: none"> <li>1. Submit current and complete certified application.</li> <li>2. Comply with Background Check 4.15 policy.</li> <li>3. Disclose criminal convictions in accordance with Background Check 4.15 policy.</li> <li>4. Comply with Nepotism 1.25 policy.</li> </ol>
Compensation	Review and, when appropriate, approve salary offers that exceed \$270,000 per year.
Hiring manager/manager liaison	Initiate a requisition prior to posting or advertising the job opening.
Talent Acquisition consultant	<ol style="list-style-type: none"> <li>1. Post positions, with the required information regarding the position, on university's website, <a href="http://hr.osu.edu/careers">hr.osu.edu/careers</a>.</li> <li>2. Consult with, and advise, units on whether reassignments must be posted.</li> <li>3. Review, and when appropriate, approve unit requests to use search firms.</li> <li>4. Ensure that offer letters are authorized, and that they contain required language.</li> <li>5. Provide written rescission letters to final candidates when appropriate.</li> </ol>
Unit	<ol style="list-style-type: none"> <li>1. Comply with the Recruitment and Selection Guide.</li> <li>2. Submit approved requisitions to Talent Acquisition for posting.</li> <li>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.</li> <li>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.</li> <li>5. Schedule new hires to begin university employment on one of the university's common start dates.</li> <li>6. Submit salary offers that exceed \$270,000 per year through Workday to be routed to Compensation for approval.</li> </ol>

**Resources**

Forms

Sample Offer Letters, [hr.osu.edu/services/talent-acquisition/](http://hr.osu.edu/services/talent-acquisition/)

Self-Disclosure of Criminal Convictions, [hr.osu.edu/wp-content/uploads/form-self-disclosure-criminal-convictions.pdf](http://hr.osu.edu/wp-content/uploads/form-self-disclosure-criminal-convictions.pdf)



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### Governance Documents

#### Laws and Executive Orders

Executive Order 2019-05D, [governor.ohio.gov/wps/portal/gov/governor/media/executive-orders/2019-05d](http://governor.ohio.gov/wps/portal/gov/governor/media/executive-orders/2019-05d)

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

Ohio Ethics Law, [ethics.ohio.gov/education/overview.html](http://ethics.ohio.gov/education/overview.html)

#### University Policies, [policies.osu.edu](http://policies.osu.edu)

Affirmative Action, Equal Opportunity, & Non-Discrimination/Harassment 1.10,

[policies.osu.edu/assets/docs/policy\\_pdfs/AffirmativeActionEqualEmploymentOpportunityandNon-Discrimination-Harassment\\_FINAL.pdf](http://policies.osu.edu/assets/docs/policy_pdfs/AffirmativeActionEqualEmploymentOpportunityandNon-Discrimination-Harassment_FINAL.pdf)

Background Check 4.15, [hr.osu.edu/policy/policy415.pdf](http://hr.osu.edu/policy/policy415.pdf)

Conflict of Interest and Work Outside the University 1.30, [hr.osu.edu/policy/policy130.pdf](http://hr.osu.edu/policy/policy130.pdf)

Nepotism 1.25, [hr.osu.edu/policy/policy125.pdf](http://hr.osu.edu/policy/policy125.pdf)

Reemployment of Faculty and Staff 4.25, [hr.osu.edu/policy/policy425.pdf](http://hr.osu.edu/policy/policy425.pdf)

Salary Administration and Classification 3.10, [hr.osu.edu/policy/policy310.pdf](http://hr.osu.edu/policy/policy310.pdf)

Self-Disclosure of Criminal Convictions 4.17, [hr.osu.edu/wp-content/uploads/policy417.pdf](http://hr.osu.edu/wp-content/uploads/policy417.pdf)

Staff Severance Program 2.40, [hr.osu.edu/wp-content/uploads/policy240.pdf](http://hr.osu.edu/wp-content/uploads/policy240.pdf)

#### University Rules

Rules for Classified Civil Service, [hr.osu.edu/policies-forms/rules-for-ccs/](http://hr.osu.edu/policies-forms/rules-for-ccs/)

### Additional Guidance

Benefits Eligibility, [hr.osu.edu/benefits/eligibility](http://hr.osu.edu/benefits/eligibility)

Guide to Effective Searches, [hr.osu.edu/services/talent-acquisition/](http://hr.osu.edu/services/talent-acquisition/)

Hiring Publications, [hr.osu.edu/services/talent-acquisition/](http://hr.osu.edu/services/talent-acquisition/)

Position Advertising, [hr.osu.edu/services/talent-acquisition/](http://hr.osu.edu/services/talent-acquisition/)

Recruitment and Selection Guide, [hr.osu.edu/services/talent-acquisition/](http://hr.osu.edu/services/talent-acquisition/)

Reference Checking Best Practices and Resources, [hr.osu.edu/services/talent-acquisition/](http://hr.osu.edu/services/talent-acquisition/)

University Jobs Website, [hr.osu.edu/careers](http://hr.osu.edu/careers)

### Contacts

Subject	Office	Telephone	E-mail/URL
Compensation	Human Resources Compensation	614-292-1050	<a href="http://hr.osu.edu/services/compensation/">hr.osu.edu/services/compensation/</a>
Non U.S. hire	Office of International Affairs	614-292-6101	<a href="mailto:oia.osu.edu">oia.osu.edu</a> <a href="mailto:oia@osu.edu">oia@osu.edu</a>
Policy interpretation	Human Resources Talent Acquisition	614-292-1050	<a href="http://hr.osu.edu/services/talent-acquisition/">hr.osu.edu/services/talent-acquisition/</a>

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