

Staff Recruitment and Selection, 4.10 Policy Revision

Summary of Changes Effective January 3, 2021

Current [Staff Recruitment and Selection, 4.20](#).

Summary of Substantive Changes

- Aligned policy language with Workday configuration.
- Established a common start date for new and transferring university employees, which enables the university and Medical Center to have consistent on-boarding and orientation processes. The revisions also align the university and Medical Center practices, which simplifies and streamlines service delivery.

Individual Substantive Changes

Policy (Page 1)

- Changed the title of the policy to Staff Recruitment and Selection.
- Provided a policy statement and relocated procedural content from Policy Details to Procedure, reducing repetition and ensuring consistency with the University Policy Template.

Definitions (Page 1)

- Added definitions: “Common start date,” “Full-time equivalency (FTE),” “Interim position,” “Requisition,” and “Unit.”
- Deleted “Health system” definition as Talent Acquisition will manage the policy for university and health system positions.

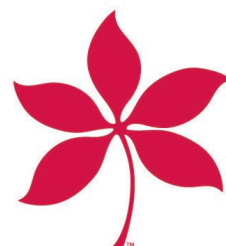
Policy Details (Page 2)

- Added language to clarify that units must consult with Talent Acquisition to publicize job openings. (Policy Details I.C, p. 2)
- Revised language to clarify that staff serving in probationary periods may apply for other university positions during their probationary period, but are ineligible for consideration unless the posting period for a position extends at least five calendar days beyond the end of the staff member’s probationary period. (Policy Details III.A, p. 2)
- Revised Dual Career Support language to clarify its purpose. (Policy Details VI.A, p. 2)

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Procedure (Pages 2-5)

- Added “Requisition Initiation and Recruitment” section. (Procedure I, p. 2)
- Added language that although interim and acting positions do not require posting, filling them on a permanent basis requires 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. (Procedure II.E.3, p. 3)
- Deleted language permitting postings limited to Ohio State employees.
- Added “Use of Search Firm” section. (Procedure III.A, p. 3)
- Added “Application for Positions” section. (Procedure IV, p. 3)
- Added “Selection and Identification of Final Candidates” section. (Procedures V, p. 4)
- Added “Offer and Onboarding” section. (Procedures VI, p. 4)
- Revised Background Checks and Criminal Convictions language for readability and clarity. (Procedures VII, p. 4)
- Made minor language revisions regarding nepotism, falsification, tobacco free, work verification, and the Ohio Ethics Law. (Procedures VIII-XII, pp. 4-5)
- No substantive changes

Responsibilities (Page 5)

- Made changes consistent with the alignment of Talent Acquisition Responsibilities for the university and medical center, and consistent with revised language.

Resources (Page 5-6)

- Lists all resources referred to in the policy.

Contacts (Page 6)

- Lists all offices referred to in the policy and their contact information.