Hiring Checklist
Non Student Employees

Please check off as you complete.

- [ ] Complete HRA Action Request (hraction.osu.edu) either to "Fill Existing Position" or "Create New Position" in order to advertise the position on www.jobsatosu.com. *An approved HRA must be received by the HR Service Center by 5pm on Monday in order to post the following weekend.*

- [ ] Review applications at www.jobsatosu.com/hr. *The Self-Identified Veteran column indicates whether or not an applicant has self-identified as a veteran. Affirmative action requires that the university take positive steps to enable targeted veterans to be considered for employment opportunities. Please review these applications carefully. Sarah Posner (posner.17 / 2-2809) is available for assistance*.

- [ ] Conduct interviews.

- [ ] Identify final candidate.

- [ ] Check references. *If candidate is internal, it is required to have a conversation with current supervisor. Discussion should include past performance.* ***Internal candidate must be notified before contacting current supervisor*** *in the event they choose to inform their supervisor first or withdraw from consideration.*

- [ ] Determine rate of pay and start date. *If salary offered is outside target salary range advertised, contact Judi Lang (lang.6 / 2-3230) to discuss.*

- [ ] Make verbal offer to candidate indicating "offer is contingent upon background check." *Explain that university policy requires background checks for all hires and that a conviction will not necessarily be bar to employment. The nature of the offense, when it occurred and its job-relatedness will be considered.*

- [ ] Complete HR Action Request (hraction.osu.edu) for approval and workflow to the HR Service Center. REMINDER: Search for original HRA "Create New" or "Fill Existing Position," scroll to bottom of page, click "**Ready To Hire**" button. This will link information from position posting to the new HRA hire request. *It is imperative to* ***include candidate's personal email address*** *in the appropriate HRA field for background check purposes.*

- [ ] Upon HRA departmental approval, final candidate will undergo a standard background check which includes social security number trace, criminal records check and a national sexual offender registry search.

    - Additional checks such as professional licensure/certification, education verification, credit check, or motor vehicle record must be requested by the hiring manager via the HRA. **Please indicate additional checks needed by including a comment** in the "HRA Additional Information" field.

- [ ] First Advantage (university background check vendor) will email candidate requesting consent and personal information in order to complete the background check process. *Average background check takes 1-5 days to complete once candidate submits information electronically.*

- [ ] Once background check has been approved, a member of the HR Service Center will send a welcome email to the new employee and copy hiring manager/liaison. This email will include:

    - Letter of Offer *(Created in HR Service Center for Office of the President and Business & Finance employees only. Legal Affairs, Government Affairs and Board of Trustees complete their own offer letters and attach to HRA Hire request).*
    - An invitation to visit the service center office and complete new hire employment paperwork.
    - A reminder to bring appropriate forms of identification to complete the Form I-9.

- [ ] Upon completion of new hire processing and paperwork, a member of the HR service center will email the hiring manager or liaison and provide information regarding new hire and next steps to take in the onboarding process.

Note*: It is the hiring supervisor's responsibility to maintain selection documentation for three years.*

Revised: February 2015
HR Service Center