

Hiring Checklist Student Employees

Please check off as you complete.

- Conduct interviews.
- Identify final candidate.
- Check references.
- Make verbal offer to student 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.*
- Determine rate of pay.
- Determine start date.
- Complete HRAction Request “Hire” (hraction.osu.edu) for approval and workflow to the HR Service Center. *It is imperative to **include student’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, HR Service Center will send a welcome email to the new student employee and copy hiring manager/liaison. This email will include:
 - An invitation to stop into 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, the HR service center will email the hiring manager/liaison and provide information regarding new hire and next steps to take in the onboarding process.