

- Complete HRA Action Request ([hraction.osu.edu](http://hraction.osu.edu)) either to “Fill Existing Position” or “Create New Position” in order to advertise the position on [www.jobsatosu.com](http://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](http://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. B&F HR 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 B&F HR 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](http://hraction.osu.edu)) for unit/fiscal 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 unit/fiscal approval, final candidate will receive the official letter of offer (LOO) via DocuSign and 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 by OHR, a member of the HR Service Center will contact the unit to confirm the start date. Please contact the candidate to confirm the date before responding.
- Once the start date has been confirmed, the HRA will be approved, and 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:
  - 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 / eVerify process.
- 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.*