

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 HR Action 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 business 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.