

HIRING PROCESSES OVERVIEW

November, 2009

Step 1: Job Description

Complete a job description and submit to UHR compensation for proper classification if it is a new position, the job description is more than 3 years old, or the primary duties and responsibilities have changed more than 50%

Step 2: Essential Position Review (EPR)

Complete and submit the EPR form www.ohio.edu/hr/forms.cfm to Rebecca Watts in the Office of the President for approval to post. NOTE: The following employment categories are exempt from the EPR process - positions fully (100%) supported through grant funding, student employment requests, internal postings of existing bargaining unit positions, and non-benefits-eligible term appointments (Group III).

Step 3: Posting

Concurrent with Step 2, the hiring manager creates an electronic requisition to post via the University's employment website: www.ohiouniversityjobs.com/hr. University Human Resources (UHR) will complete the posting process and contact the hiring manager to coordinate posting and advertising dates.

Step 4: Recruitment & Advertising

UHR will post all benefits eligible vacancies to the University website as well as OhioMeansJobs.com and HigherEdJobs.com. Additionally, UHR will place all advertisements for classified positions. The hiring department is responsible for all recruitment activities including ad placement for administrative, faculty and student employment opportunities.

Step 5: Screening & Interviewing Process

UHR will pre-screen to identify classified candidates that meet the minimum qualifications for classified positions. For all other employment types, departments are responsible for conducting screening processes to determine finalist candidates.

Step 6: Selection Process

The hiring department is responsible for checking references for potential offerees. Once the department has identified the candidate(s) that are potential hires, the hiring manager must complete the online hiring forms and make their selections via the University's employment website to submit to either UHR or the Office of Institutional Equity (depending on employment type) prior to any offer or negotiation with the candidate.

HIRING PROCESSES OVERVIEW

November, 2009

Step 7: Negotiation

UHR will extend the official offer of employment as well as negotiate compensation and starting date for classified positions. For all other employment types, the hiring department is responsible for these negotiations. As part of the negotiation process, being familiar with the University's benefits http://www.ohio.edu/hr/benefits/upload/Summary_2009.pdf , relocation policy <http://www.ohio.edu/policy/41-111.html>, and compensation policy http://www.ohio.edu/hr/comp/upload/salary_guidelines.doc can be extremely beneficial.

Step 8: Complete the Hire

UHR will process all new hire information for classified employees and will prepare and submit the official offer letter. Unsuccessful classified candidates will receive a regret email notification from UHR. UHR will schedule new hire orientation for classified employees.

The hiring department is responsible for completing the on-line appointment form, offer letter, letters of regret, and scheduling new employee orientation for faculty and administrative hires. NOTE: I-9 forms MUST be completed within 48 hours of employment start date. If the employee is not scheduled for orientation until a later date, please ensure the employee comes to UHR within the first two days of employment to complete the I-9 in order to be in compliance with this important Federal Regulation <http://www.uscis.gov/files/form/i-9.pdf>

Step 9: On-boarding

The first few weeks of the new employee's experience will shape their lasting impression of Ohio University. Please be sure to make the new employee feel welcome in their new environment. Checking in with them regularly, assigning a mentor, providing departmental handbooks, are all good ways to help ease their transition. You might also consider a "welcome" package that includes helpful information about the department and planning unit. Some useful information might include where to find basic office supplies and departmental housekeeping information such as where to get coffee, where are the restrooms, etc .

RESOURCES:

General Info: <http://www.ohio.edu/hr/tools/index.cfm>

Compensation: <http://www.ohio.edu/hr/comp/index.cfm>

Employment: <http://www.ohio.edu/hr/employment/index.cfm>

Graystone Advertising: http://www.ohio.edu/hr/tools/upload/GRAYSTONE_web-2.pdf

AdBook: <http://www.ohioadbook.com/ohioadbook/Home/Login1.aspx>

Ohio University Diversity: <http://www.ohio.edu/dae/>

Policy for Administrative Appointments: <http://www.ohio.edu/policy/40-106.html>

Policy for Classified Employment Process: <http://www.ohio.edu/policy/40-038.html>

New Hire Orientation: www.ohio.edu/hr/resources/newhires.cfm