



<b>BEFORE THE POSITION IS POSTED</b>			
<input type="checkbox"/>	<b>Gain Approval for Hire</b>	Approval may come via the annual staffing process through the Dean's Office - or - through submitting a Footprints request for positions that were not approved through the annual staffing process (staff positions, "bridge" positions/Group IV, refilling vacancies caused by resignations, retirements, terminations, etc).	
<input type="checkbox"/>	<b>Update Job Documentation as Necessary (Staff Positions)</b>	Contact the HR Liaison to request the most recent job documentation. Updated documentation will be needed if the current documentation is older than 3 years, or if there are going to be changes to the essential functions of the position.	
<input type="checkbox"/>	<b>Complete Requisition In People Admin</b>	Complete a new requisition in PeopleAdmin. Be sure to include updated job documentation with the requisition. It can be attached under the "Posting Documents" section in the requisition.	See pages 1-14
<input type="checkbox"/>	<b>Send to "Planning Unit" for approval.</b>  (The HR Liaison will receive the requisition once the Provost's Office approves)	The HR Liaison will review and send to the Provost's Office for their review and return to the HR Liaison upon approval for posting.  The HR Liaison will review the requisition and may provide suggestions in regards to the recruitment plan, how we word qualifications, and screening questions that may be utilized.  The HR Liaison will forward the request on to Compensation if a review is needed -or - the HR Liaison will then post the position on the OHIO jobs website, LinkedIn, Twitter, HigherEdJobs.com, OhioMeansJobs, and Workforce WV.	



OHIO  
UNIVERSITY

College of Arts and Sciences  
Hiring Procedures Checklist and Guide  
August 2014

POSITION IS POSTED			
<input type="checkbox"/>	<b>Place Targeted Advertisements</b>	<p>The hiring manager should coordinate any advertising specified in the recruitment plan outside of the sites identified by HR (LinkedIn, Twitter, HigherEdJobs.com, OhioMeansJobs, Workforce WV)</p> <p>*In general, postings should be at least 15 days in duration.</p>	
POSTING CLOSES – APPLICANT REVIEW/SELECTION BEGINS			
<input type="checkbox"/>	<b>Applicants are Pre-Screened</b>	<p>The hiring manager/search committee should begin screening applicants based upon the minimum and preferred qualifications stated in the job posting. Prescreening activities may include: 1 or more individuals ranking applicants based upon qualifications; telephone interviews, Skype interviews, e-interviews, etc.</p> <p>There may be several layers of “pre-screening” activities that take place before a FINAL interview pool is selected.</p>	



<input type="checkbox"/>	<p><b>Complete “Pre—Interview Candidate Selection Form”;</b></p> <p><b>Update Applicant Status’;</b></p> <p><b>Submit Final Interview Pool to Planning Unit</b></p>	<p>After the FINAL pool of candidates is selected via pre-screening activities, the hiring manager should update each applicant’s status in PeopleAdmin and complete the Pre-Interview Candidate Selection Form in the PeopleAdmin Requisition.</p> <p>For Group I faculty positions, the HR Liaison will present the final interview pool and appropriate documentation to the Dean for approval.</p> <p>After the pool has been approved by the HR Liaison and the Dean (if applicable), the HR Liaison will forward the pool on to Institutional Equity for their review.</p>	<p>See Pages 15-17</p>
<input type="checkbox"/>	<p><b>Await approval of final pool from OIE</b></p>	<p>OIE will examine the interview pool to ensure compliance with the university’s diversity initiative and other state/federal rules and regulations.</p>	
<input type="checkbox"/>	<p><b>Schedule and Conduct Face to Face Interviews</b></p>	<p>For staff position’s (classified and administrative positions), please include the HR Liaison in face to face interviews.</p> <p>The Dean does not require meetings with any faculty candidates. However, hiring managers may arrange a meeting between the Dean and candidates if they so choose.</p>	



SUCCESSFUL CANDIDATE(S) SELECTED-OFFER AND REQUISITION CLOSEOUT BEGINS			
<input type="checkbox"/>	<b>Extend a Verbal Offer</b>	<p>For faculty positions, the hiring manager may make an offer with the approved range from the annual staffing process or Footprints request.</p> <p>For staff positions, the hiring manager should consult with the HR Liaison to determine develop a strategy for making the offer.</p>	
<input type="checkbox"/>	<b>Completing the Hiring Proposal and Closing Out the Search</b>	Each candidate's status should be updated in PeopleAdmin.	See Page 17
<input type="checkbox"/>	<b>React to acceptance / rejection of final offer.</b>	Should negotiation beyond the approved salary range be necessary, the hiring manager should consult with the HR Liaison who will coordinate and seek appropriate approval from the Dean's Office.	
<input type="checkbox"/>	<b>Update the PeopleAdmin Requisition</b>	Update the final applicant(s) status in PeopleAdmin and change the status of the requisition to "Offeree(s) Selected"	See Page 17
<input type="checkbox"/>	<b>Complete the Hiring Proposal/Hiring Form in PeopleAdmin</b>	<p>Complete the hiring form in PeopleAdmin. <b>Remember, for new employees, you will need the employee's social security number and date of birth to complete the form.</b></p> <p>Once the hiring form is complete, make sure to click the orange button and "send to Planning Unit for approval".</p>	See Page 17



<input type="checkbox"/>	<p><b>Hiring Form Approval/Data Processing/Offer Letter Preparation</b></p>	<p><b><u>FACULTY POSITIONS:</u></b> The HR Liaison will review the hiring proposal and either consults with the hiring manager for more information or provide an offer letter to the hiring manager for approval. The hiring form will then be routed to the Employee Service Center for entry into Oracle.</p> <p><b><u>STAFF POSITIONS:</u></b> The HR Liaison will review the hiring proposal and either consults with the hiring manager for more information or approves the proposal. Once approved, the Employee Service Center will process and email an offer letter to the hiring manager and HR Liaison.</p>	
<p><b>OTHER IMPORTANT TOPICS</b></p>			
<p><b>WAIVERS OF POSTING-</b> (When you need to shorten the posting period, promote from within, etc.)</p>			<p>See Page 5</p>
<p><b>Diversity Initiative Information-</b> (General Information and Tips for growing a diverse pool)</p>			<p>See Page 18</p>
<p><b>Opportunity Hires</b></p>			<p>See Pages 19-20</p>
<p><b>Reference Checking and Background Checks</b></p>			<p>See Page 21</p>

## Creating a Requisition/Job Posting:

The Following Guide was made as a visual, quick reference guide to supplement process outlines on the UHR website. This guide has been tailored to the College of Arts and Sciences and may differ slightly from the standard process outlined by the document on the UHR website. Should conflict exist between the documents, the general rule of thumb is that the College process trumps the standard process. The HR Liaison should be contacted if you are unsure of how to proceed at any point during the process.

The HR Documentation is located at:

[http://www.ohio.edu/hr/employment/upload/Creating\\_Requisition\\_3.pdf](http://www.ohio.edu/hr/employment/upload/Creating_Requisition_3.pdf)

Signing On:

\*\*\*You need a special account to utilize PeopleAdmin as a hiring manager. Please contact the HR Liaison if you need assistance obtaining or accessing your login information.

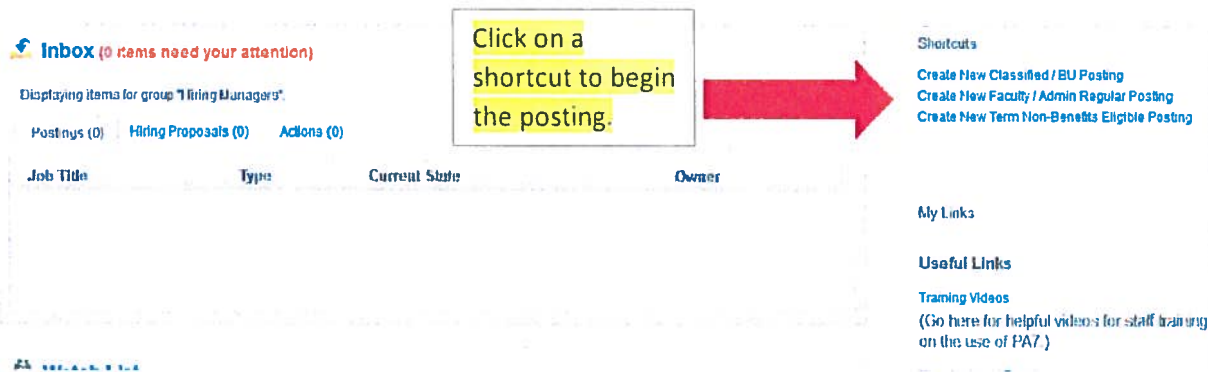
REMEMBER: Your PeopleAdmin password may not be the same as your OHIO.

Go To: <https://www.ohiouniversityjobs.com/hr>

Login Using your unique PeopleAdmin userid and password

## Select Your Position Type:

Welcome to your Online Recruitment System



**Inbox** (0 items need your attention)

Displaying items for group "Hiring Managers".

Postings (0) Hiring Proposals (0) Actions (0)

Job Title	Type	Current State	Owner

**Click on a shortcut to begin the posting.**

**Shortcuts**

- Create New Classified / BU Posting
- Create New Faculty / Admin Regular Posting
- Create New Term Non-Benefits Eligible Posting

**My Links**

**Useful Links**

**Training Videos**  
(Go here for helpful videos for staff training on the use of PA7.)

For Classified Positions that are awaiting compensation review chose the CURRENT job title.

## NEXT SCREEN:

UNIVERSITY Watch List ADMIN

Home | My Profile Help

Sherry Gillogly, you have 0 mess

Regular / Faculty / Summary

Faculty (Faculty / Admin Regular)  
 Approved  
 Faculty / Admin Created by: System Admin

**CLICK HERE!** 😊

[Create Posting from this Title](#)

Details

Information

Classification Title Faculty

Title Faculty

Description

Minimum Qualifications

## Starting the New Posting:

New Posting Create New Posting

Request Number

Job Title \* Professor of Hiring Process Training

Organizational Unit

Division \* Division

Department \* Faculty

Applicant Workflow

Workflow State Under Review by Department

When an applicant is submitted for this job, it should move to which state in the Candidate Process workflow?

References

☒ Accept references

Reference Notification (Optional) Rate References to Initial Recommendations when candidate workflow moves to state?

Recommendation Workflow (Optional) When all Form on mandates have been provided, move to which workflow state?

Recommendation Document Type Not required

Require document upload when a reference provider submits a Recommendation?

Job Title: Use the current, approved job title.

Select the Appropriate Department.

ADMIN/FACULTY: Choose "Under Review by Department"

CLASSIFIED positions default to "Under Review by HR"

For STAFF positions, DO NOT CHECK THIS BOX!

FACULTY POSITIONS: If you wish to use the reference letter feature, please check this box and select the appropriate settings. More can be found about this on PAGE XXXXX

## Online Applications

[Accept online applications?](#)

Special offline application instructions

Make sure  
this is  
clicked!

## Accepted Application Forms

[Comprehensive Application - Applicant](#)

[Comprehensive Application - NO REFERENCE LETTERS - Applicant](#)

[Quick Application - Applicant](#)

[Quick Application - NO REFERENCE LETTERS - Applicant](#)

[Create New Posting](#)

Click here  
when you're  
finished! 😊

## WHATS THIS MEAN?!

A COMPREHENSIVE application asks the applicant for complete educational and work history. A QUICK application just asks for the basics (USE THE QUICK APP IF YOU ARE ASKING FOR A CV OR RESUME).

If you are not requesting reference letters, make sure you sat NO REFERENCE LETTERS.

## Posting Details:

Posting Details

Check spelling

To create a Posting, first complete the information on this screen, then click the Next button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to human resources, you must go to the Posting Summary Page by clicking on the Next button until you reach the Posting summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

\* Required information

Position Information

I affirm that this/these position request(s) is congruent with the college's approved staffing plans. **This field is required**

If No was chosen, please enter an explanation

Posting exception (waiver of posting) requested? **This field is required**

☐ YES

Give full justification for request. Don't fully describe existing circumstances. If requesting hiring new employee, please describe how candidate was identified. Attach card file or employee resume to the "Posting Documents" tab. Complete all relevant fields below including job description & minimum qualifications.

When Finished with this section, Click Here.

Select "YES" in this field. All positions that have been approved via the staffing process or Footprints are congruent with College Staffing Plans.

See below regarding Waivers of Posting.

## Waivers of Posting:

In general waivers of posting are utilized when a department has a special request that varies from our national, 15 day posting standard.

Departments may request that the posting period be shorted, that a posting is only open to departmental-wide, college-wide, or university-wide, or that the posting period may be eliminated entirely.

Occasions that may warrant a Waiver include (but aren't necessarily limited to):

- Promotion or transfer opportunities for internal candidates who were originally hired through an open and competitive process
- Candidate located with extremely unique skill sets in very short supply
- A specific person is required as a part of a grant agreement for purposes of continuity of specific research

For more information about waivers and how the hiring process differs when a waiver is involved, please visit: <http://www.ohio.edu/hr/employment/upload/Requesting a Waiver of Posting.pdf>

Position Vacancy Type: ☒ Existing Position Without Change ☐ New Position (New FTE) ☐ Existing Position Changed

**This field is required**

Reason for Change(s):

- ☐ FTE change
- ☐ Organization change
- ☐ Planning Unit change
- ☐ Job Category change (Classified/Administrative only)
- ☐ Faculty Type change (Group I, II, IV)
- ☐ Pay Grade change (from approved audit)
- ☐ Classification or Title change (from approved audit)
- ☐ Position Months change (1, 10, 11 or 12)
- ☐ Other - fill in the blank

Job Title: Professor of Plant Process Management

Proposed Title:

Advised Salary: Total Position in a range, a salary, or simply indicate an increasing like "management with substantial responsibilities"...

Pay Grade:  Please select **This field is required**

Planning Unit:  Please select **This field is required**

Organization:  Please select **This field is required**

Campus:  Please select **This field is required**

Supervisory Position?:  **This field is required**

Projected Start Date:  **This field is required**

Most Recent Incumbent in Position (if applicable):

Position Number: Form at [FACSSGSR](#)  
Position numbers must have 11 characters. All position numbers begin with "P0" (if not position under "Faculty FTE" Non-FTE is 8 characters by Provost prior to assignment of Position Number).  
Enter multiple numbers if necessary.

Supervisor of this position (Name of Supervisor):  **This field is required**

Employment Type:  Please select **This field is required**

Job Category:  Please select **This field is required**

Job Description Audit Status:  Please select  
(Classified & administrative only)

Posting Information

Departmental Users with access to this position:  Select User (2/3/1/4)

Hiring Manager email address:  omahadde@umt.edu

Hiring Manager phone number:  **This field is required**

Applications Accepted From:

- ☐ Intradepartment
- ☐ University Wide
- ☐ Public: Open to the Public
- ☐ In Segment

[Click here for help](#)

Special Instructions to Applicants: Applicants should include a current CV, Letter of Interest, and Evidence of Teaching Excellence.  
Applicants will also be prompted to enter the contact information for 3 individuals who will be asked to provide a letter of reference on their behalf.

Posting Number:

Job Description:

Required fields are self-explanatory in this section.

Explain to applicants what info they need to provide, what forms to attach, etc.

For Staff positions, the job description should be tailored using the information provided on the Position Description.

Use this space to list those qualifications that are above and beyond the minimums. Those skills/knowledge that would be nice to have, but most qualified applicants don't possess.

Minimum Qualifications

Preferred Qualifications

Posting Open Date

Posting End Date

Work Schedule

Applicants may contact this person if they have questions about this position.

Diversity Statement

QuickLink

(The date entered into this field will be the date this position is posted on line.)

(Please indicate days of week and hours to be worked. Ex: M-F: 8-5, Sat 9-6)

(provide name, email and/or phone number)

Ohio University is committed to creating a respectful and inclusive educational and workplace environment. Ohio University is an equal access/equal opportunity and affirmative action employer with a strong commitment to building and maintaining a diverse workforce. Women, persons of color, persons with disabilities, and veterans are encouraged to apply.

<http://www.ohiouniversityjobs.com/postings/10870>

These MUST match the minimum requirements listed on the approved job documentation on file for Staff Positions.

Phrases like "or closely related degree" or "Or equivalent combination of education and experience" should be considered to allow for flexibility in hiring.

Save

Next >>

Click here when done with this page.

https://www.ohiouniversityjobs.com/posting/10971/edit/10971

About HR Most Visited 3 Dollar Advances Agon... Getting Started https://www.ohiouniv... https://www.ohiouniv... Suggested Sites Ohio University - HR St... Web Slice Gallery

**Editing Posting**

- Posting Details
- Posting Documents
- Recruitment Plan**
- Budget Information
- Applicant Documents
- Posting Specific Quest
- Guest User
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- Summary

**Recruitment Plan** Save << Prev Next >>

☒ Check spelling

Please fully describe your recruitment plans for any faculty or administrative search. This page will be available throughout the search process for edits. Information included here will be included on the Affirmative Action Recruitment Report.

As a reminder, all faculty searches are required to include at least one print advertisement in a national professional journal appropriate to the field. If you are interested in collaborating with other departments on advertising, please call the Employment staff in UHP.

Recruitment Plan

Summary of planned advertising

List name(s) of publication(s) and date(s) to appear. Specify Local, Regional, National, announcements, Professional Journals or newsletters and any other places where.

Organizations that will be consulted and actively recruited from.

Active recruitment efforts that will be or have been taken to solicit applications from women.

Active recruitment efforts that will be or have been taken to solicit applications from minority group members.

Comments

Please include descriptions of other creative and innovative recruitment efforts planned.

Proposed Print Ad Copy

Search Committee Members

Include name, email address, gender and race. Changes to search committees may be indicated on the Faculty/Admin Recruitment Report Form.

Search Committee Training is a strong recommendation. Please see <http://www.ohio.edu/hr/tools/index.cfm> for information.

Save << Prev Next >>

List where the department is advertising here. UHR automatically advertises on Twitter, LinkedIn, HigherEdJobs.com, OhioMeansJobs, and Workforce WV.

See Diversity Initiative Standards for More Information.

Click here when done with this page.

## Budget Information:

The budgetary information should reflect that which was approved in the annual staffing plan or in the Footprints ticket. The HR Liaison will verify budgetary information during the planning unit approval phase.

- Recruitment Plan
- Budget Information**
- Applicant Documents
- Posting Specific Quest.
- Guest User
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- Summary

**Budget Information**

\* FTE  This field is required

\* Months  9 10 11 12 This field is required

\* Position Budgeted  - This field is required

\* Funding Source  Please select This field is required

\* Account Number  This field is required  
Format: DEPARTMENT-ORGANIZATION-TASK

\* Percent  This field is required

For additional funding please enter Funding Source, Account Number and Percent.

Proposed Salary

Estimated benefits expense

Proposed Other Start-up expense

Estimated 39 expense

Total annual funding required

Budget Unit Manager certification of available funds: Y/N

Save << Prev Next >>

If filling more than one position, please list TOTAL FTE.

Use PER POSITION figures below for financial info.

Click here when done with this page.

## Applicant Documents:

Select which documents you want the applicant to submit. Remember, the applicant cannot submit the application for review until they attach ALL REQUIRED documentation.

If you are using the reference letter feature, select "NOT USED" for "References".

[About HR](#)
[Most Visited](#)
[Dollar Advances Again...](#)
[Getting Started](#)
[http://www.ohiouniv...](#)
[https://www.ohiouniv...](#)
[Suggested Sites](#)
[Ohio University - HR SL...](#)
[Web Slice Gallery](#)

[Home](#)
[My Profile](#)
[Help](#)

Sherry Gillingsly you have 0 messages [logout \(altlog\)](#)

[Posting 3](#) / [Faculty / Admin Regular](#) / [Faculty Test \(Draft\)](#) / [Edit Applicant Documents](#)

**Editing Posting**

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### Applicant Documents

[Save](#)
[<< Prev](#)
[Next >>](#)

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
1	Resume/Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	References	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Actual Or Proposed Course Syllabi	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Teaching Philosophy Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Unofficial Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Research Interest	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Other (See Special Instructions To Applicants For Details)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Student Class Schedule	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Save](#) or [Cancel](#)

[Save](#)
[<< Prev](#)
[Next >>](#)

Click here when done with this page.



## Posting Specific Questions:

Applicant questions can be utilized to assist in the applicant pre-screening process based on minimum and preferred qualifications. Carefully crafted questions and responses can be effectively utilized:

- for informational purposes only,
- to rank or score applicants or,
- To screen-out applicants who do not meet the minimum criteria (example: PhD required).

For assistance with this feature, please contact the HR Liaison.

Home | My Profile | Help

Sherry Gillogly, you have 0 messages. Logout (glogly)

Postings / Faculty / Admin Regular / Faculty Test (Draft) / Edit Posting Specific Questions

**Editing Posting**

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**Posting Specific Questions** [Save] << Prev Next >>

**Adding New Posting Questions.** Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

**Adding Existing Posting Questions.** There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

**Assign Points or Disqualifying Responses.** Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

**Posting Question Options.** Once questions have been added to the posting, you will see a column of checkboxes to the left of each question, checking these boxes will make a question required.

**Included Supplemental Questions** [Add a question]

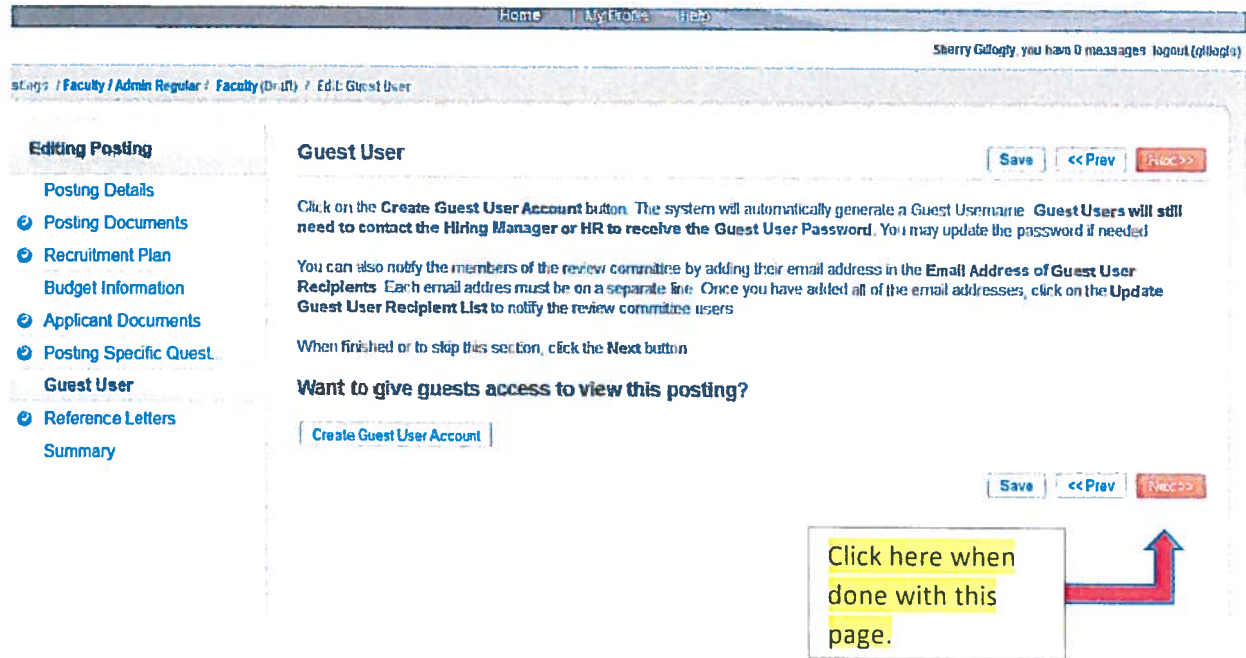
Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Uncategorized	Please indicate how you learned about this posting	active

[Save] << Prev Next >>

Click here when done with this page.

## Guest User

Using this feature creates a unique account that can be utilized by Search Committee members to access applicant and posting information. Guest users cannot modify or change anything associated with the requisition.



Home | MyProfile | Help

Sherry Gillogly, you have 0 messages | Logout (gillogly)

Stages / Faculty / Admin Regular / Faculty (Draft) / Edit Guest User

### Editing Posting

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### Guest User

Save << Prev Next >>

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. Guest Users will still need to contact the **Hiring Manager or HR** to receive the **Guest User Password**. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

**Want to give guests access to view this posting?**

Create Guest User Account

Save << Prev Next >>

Click here when done with this page.

## Reference Letters:

This feature collects letters of reference directly from the reference provider electronically, which may be viewed as a part of the application materials.

- Applicants will be prompted for contact information of reference letter providers (volume determined by you by setting minimum and maximum number).
- The reference provider receives an invitation via email to provide a recommendation and a unique link to upload their document.
- Reference letters may be collected for all applicants or only for those of selected by the hiring manager.
- Applicants do not have access to the uploaded reference letters.

Sherry Talbot, you have 0 messages. Logout (logout)

Postings : Faculty / Admin Regular / Faculty / Create / Edit Reference Letters

**Editing Posting**

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**Reference Letters** Save << Prev Next >>

Check spelling

Reference Letters

Accept Reference Letters? Yes

Maximum Number of References

Minimum Number of References

Instructions for Reference Providers

(Use this field to add your own additional instructions or wanted information to reference providers (e.g. address to mail reference letters))

Save << Prev Next >>

Click here when done with this page.

Referees will receive technical instructions automatically in their email. Use this space to instruct the referee on any certain subject, criteria, etc. that you would like to be addressed in the letter.

## SUMMARY AND REVIEW:

Once everything looks good, its time to change the status of the posting.

From the requisition Summary, an orange highlighted "Take Action on Posting" button appears in the upper right hand corner. There are four action options:

- Keep working on this posting – this leaves the posting in Draft status and only the creator can access
- Send to Departmental Review – this keeps the requisition at Hiring Manager level, but allows other designated departmental users access to the requisition
- Planning Unit – this moves the requisition to the HR Liaison for review
- Regional Campus Dean – this is for regional campuses only to allow the Dean to review before submitting to the RHE approver

Posting was successfully updated.

OHIO UNIVERSITY

Home | My Profile | Help

Sherry Gillingly, you have 0 messages. Logout (gilling)

Postings / Faculty / Admin Regular / Faculty (Draft) / Summary

**Posting: Faculty (Faculty / Admin Regular)** [Edit](#)

Current Status: Draft

Position Type: Faculty / Admin Regular  
Department: History

Created by: Nick Whisman  
Owner: Nick Whisman

[Take Action On Posting](#) [See how Posting looks to Applicant](#) [Print Preview \(Applicant View\)](#) [Print Preview](#)

[Summary](#) [History](#) [Settings](#) [Hiring Proposals](#)

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

**Posting Details** [Edit](#)

Position Information

I affirm that this/these position request(s) is congruent with the unit's approved staffing plans.

## Complete "Pre—Interview Candidate Selection Form";

### Update Applicant Status';

### Submit Final Interview Pool to Planning Unit

After the recruitment phase is complete, but before the final screening stage (normally the on-site interview), approval of the finalist pool must be granted. Complete the Pre-Interview Candidate Selection Form and update the status of all applicants.

1. Complete the Pre-Interview Candidate Selection Form – can be completed at the status of Posted or Closed
  - Open the requisition
  - From the requisition summary, the first section of the requisition should be "Pre-Interview Candidate Selection Form"
  - Choose the Edit link beside the section header to open that section and to complete the form
  - When finished, choose Save, then return to the Summary

**Editing Posting**

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**Pre-Interview Candidate Selection Form** [Save] <<Prev Next>>

☐ Check spelling

Pre Interview Candidate Selection Form

Process used to screen applicants for minimum qualifications

April Ritchie, John Gilliom and Brian McCarthy met and reviewed all applicants for minimum qualifications and determined the top 5 qualifying candidates.

Describe the process used to determine final interview pool

After reviewing for minimum qualifications, April Ritchie, John Gilliom and Brian McCarthy narrowed the top 5 candidates to 3 by reviewing relevant experience.

(ie. Including but not limited to phone interviews, teleconferencing interviews, and on campus, etc.)

If search committee members have changed from initial requisition, please list changes here. Include gender and race of new members.

April Ritchie  
John Gilliom  
Brian McCarthy  
Diane Lucas  
Kendall Brown-Clover

Date Planning Unit board approved the interview pool

07/09/2014

List all proposed interviewees (make sure to update all applicant statuses prior to submitting)

Joe Doe  
Jane Smith  
Mike Jones

[Save] <<Prev Next>>

Click here when done with this page.

In these sections, you want to provide a narrative for what steps were taken to disqualify applicants and narrow the pool. Be sure to include any criteria used for evaluation (min. or pref. requirements) and the method used (constructing a matrix, ranking, scoring, discussion, etc).

Leave Blank: The HR Liaison will fill this in when the pool is approved at the planning unit level.

## Updating Applicant Status and Submitting Interview Pools for Approvals

From the main screen of the requisition, make sure the Applicant's tab is selected.

The screenshot shows the 'Posting: Chinese Language Instructor, Department of Linguistics (Faculty / Admin Regular)' page. The 'Applicants' tab is selected, and a red arrow points to it. The page displays a list of applicants with columns for Full Names, Supplemental Question Scores, Application Data, Documents, Workflow State (Internal), Workflow State (External), Email Address, and Actions. A red box highlights the 'Take Action on Posting' button in the top right corner.

### 1. Update the Status of Each Applicant

- From the requisition Summary, go to the Applicants section
- You may change a single applicant by clicking on the applicant's name, and then choosing "Take Action on Job Application."
- You may also bulk transition a group of applicants:
  - Select the applicants you wish to update by clicking in the box to the left of the applicants' names.
  - Hover over the grayed "Actions" button above the "(Actions)" column, and choose "Move in Workflow"
  - If changing the status of multiple applicants, select from "Change for all applicants" drop-down options and choose one state for all. If needed, you can then select unique statuses for each person. Some statuses require that a reason be chosen. If prompted, choose one reason code for all applicants, and then you should change each person individually to accurately describe the reason for each person's transition.
- NOTE: All applicants should be transitioned to either "Select for FINAL Interview/Selection Step" or "Not interviewed, not hired" or "Pre-Interviewed, Not Hired" prior to submitting for approval.
- When finished, choose "Save changes."

### 2. Submit Interview Pool for Approval

When the Pre-Interview Candidate Selection Form is complete and the applicant status' are updated and the requisition is at the status of "Closed," the requisition can be submitted to

the Planning Unit (who will review and submit to the Office for Institutional Equity).

- Hover over the orange “Take Action on Posting” link on the top right-hand corner of the requisition
- Select either, “Submit Interview Pool to Planning Unit” (Faculty/Admin position types) or “Submit Interview Pool to HR” (Classified position types) and confirm
- When the interview pool has been approved, the Hiring Manager should receive an email stating that the requisition is at the status of Interview Pool Accepted. Interviews may be scheduled and conducted.

### Completing the Hiring Proposal and Closing Out the Search

- Complete Hiring Form:
  - Move applicant to the status of “Recommended for Hire”
    - See above in “Updating Applicant Status and Submitting Interview Pools for Approvals” for more detail on adjusting applicant status.
    - Open requisition, go to “Applicant” tab
    - Put check next to potential offeree(s)
    - Select the grayed “Actions” button above “(Actions)” column, and choose “Move in Workflow”
    - Choose the “Recommended for Hire” status and save
  - Start Hiring Proposal
    - Click on hired applicant's name to open the application
    - In the upper right hand side of the application are some action items, choose the green button, “Start Hiring Proposal”
    - Complete all of the appropriate fields on the hiring form
    - Save Hiring form, then choose “Take Action on Hiring Proposal” orange button and selecting option to submit to HR
- All non-hired applicants must be moved to an inactive status (“Interviewed, Not Hired” or “Not Interviewed, Not Hired”).
- Move requisition to the status of “Offeree Selected.”

## Diversity Initiative

The President's Employee Diversity (<http://www.ohio.edu/president/archives/empdiversity.cfm>) provides direction for the composition of final interview pools and recruitment efforts. The initiative directs that:

1. For full-time presidential appointments, there must be at least one candidate from an underrepresented group in each interview pool or the search will not be approved by the Dean, Vice President or planning unit head.
2. All searches for permanent full-time presidential appointments must be national, show innovation, exhibit creativity, and reflect an aggressive effort to recruit qualified persons from underrepresented groups as a part of the process employed or the search will not be approved by the Office for Institutional Equity. Requests for exceptions to this standard must be approved by the Dean, Vice-President, or planning unit head prior to submission to the Office for Institutional Equity.

What this means is, each of our final interview pools should contain at least 1 diverse individual. To do this, we need to make our postings open, accessible, and competitive for individuals from traditionally underrepresented groups (women, minorities, veterans, and the disabled).

To accomplish this, hiring managers and the HR Liaison will work together to identify creative yet efficient and reasonable strategies to accomplish this task. Efforts might include:

- Advertising with professional organizations in the field of hire (listservs, websites, newsletters).
- Identifying affinity groups (within or outside of professional organizations) that target the aforementioned underrepresented groups. These groups may have listservs, websites or publications we can use. If there aren't any formal means of advertising within these groups, sometimes an email to the webmaster or group leader can be very productive. Simply ask the webmaster or leader if they are able to forward an email to their group members. This is effective and efficient!
- Tap into our student-centered groups on campus that have a tie to diversity. Again, you could ask the leader of the group to send emails out to alumni alerting them of a potential opportunity.
- Ask faculty and staff with your department to send out the posting to diverse contacts and groups with which they may have contact. Word of mouth can be just as effective as an advertisement in The Chronicle, sometimes!
- Utilize a simple tagline in advertising such as: Women, minorities, veterans, and those with disabilities are highly encouraged to apply. Sometimes, just stating the obvious will help potential applicants feel more welcomed and comfortable with applying!

## Opportunity Hires

Forms and information about the Opportunity Hire Policy can be found on the Office of Diversity and Inclusion Website: <http://www.ohio.edu/diversity/opportunity.cfm>



### Opportunity Hire Policy

Ohio University believes a climate that represents and embraces different cultures enhances an institution's ability to provide its students with relevant experiences to successfully compete and achieve in an increasingly diverse and complex society. To bring about this climate, Ohio University provides support through the Opportunity Hire Fund to employ highly qualified individuals who make unique contributions to the University and its community. Such individuals specifically include those who bring a unique or different perspective because of their personal or professional backgrounds, interests or expertise; partners of current or prospective University faculty and staff who themselves have talents that match the needs of the organization; and those with national or international stature.

Opportunity hires are most often used to hire candidates for faculty positions. However, this hiring practice may also be used to fill professional and administrative staff positions. This fund is not specifically intended to support individuals in the Dual Career Network. However, positions are occasionally funded for spouses/partners to assure hires in line with the opportunity hire policy. University Human Resources (UHR) maintains a Dual Career Network designed to help recruit partners in networking and locating employment opportunities in the Athens area ([http://www.ohio.edu/hr/employment/dual\\_career.cfm](http://www.ohio.edu/hr/employment/dual_career.cfm)).

Ideally, opportunity hire funding is best situated for departments/planning units that do not have a funded faculty/administrative line but have identified a highly qualified individual that adds some measure of diversity to their department. The new position must fit within the unit's strategic plan for growth or to replace lost capacity. Opportunity hire funding is only a bridge to permanent funding so the hiring authority must be able to demonstrate how the position will be funded fully within two to three years.

#### Funding Guidelines

Opportunity hire funds are available to phase in appointments, which are eventually supported through department/college base budgets. Financial support may be requested for one to three years. A common model over three years is to have the share of opportunity hire funding decrease as the base budget for the position increases. Exceptions to declining support can be made for less than three years of funding. The recommended declining support model is as follows:

Year one:	100% of funding
Year two:	75% of funding
Year three:	50% of funding

Funds may be used to support a one-year appointment, such as a Teaching Fellow or a Visiting Professor (Group III or IV), if the appointment meets relevant criteria of the opportunity hire program. If individuals supported through this fund leave the University, any future opportunity hire funds committed for said individuals revert to the original pool.

The criteria for evaluating these requests include:

- *Justification for resolving current and future faculty/staff workload demands*
- *Impact of the hire on Vision OHIO and institutional goals*
- *Position alignment and fit within the strategic and budgetary priorities of the college and/or department*
- *Degree to which college/department funds support the position over time*
- *Qualifications of the individual proposed*

#### Procedure

The appropriate hiring authority must contact the Vice Provost for Diversity, Access and Equity to discuss the feasibility of opportunity hire requests before formally submitting the paperwork, which includes the opportunity hire Request form, the curriculum vita of the individual under consideration, and a clear plan for how the position fits within the strategic and budgetary priorities of the college or department with details for incorporation into future base funding. The appropriate Dean or planning unit head must sign the opportunity hire request. The Vice Provost for Diversity, Access and Equity will forward recommendations to the Provost or President, who approves the appointment.

**Important Note:** Approval of opportunity hire funding does not fulfill the requisition process. If the vacancy to be filled is a new position, the process of filling it begins with the creation of a job description that clearly defines the duties and responsibilities of the position, and the skills and abilities needed for a successful placement. An essential position request form must be completed and submitted to the President's office and either appropriate Job Documentation needs to be approved by the appropriate planning unit head and submitted to University Human Resources for review and assignment of classification and pay grade to complete the process. Please reference the UHR website for more details (<http://www.ohio.edu/hr/tools/vacancy.cfm>).

## Checking References and Background Checks

### Reference Checking

Checking references is a crucial part of the employment process. At minimum, Hiring managers should check references for the final offeree before an official offer extended. This might mean extending an offer letter with the terminology "This offer is contingent upon successful completion of a reference check".

For Faculty positions, departments are highly encouraged to use the Automated Reference Letter feature within PeopleAdmin. Please see page 13 for details.

For Staff positions, the hiring manager may check references anytime throughout the hiring process. For the sake of treating all applicants the same, the hiring manager should decide at which point they would like to check references during the process and check the references provided by all applicants that were pushed through to that particular stage.

For example, the hiring manager might:

- Check references for all applicants at the beginning of the search and utilize the information as a pre-screening tool (Recommended for small searches).
- Check references for only the candidates selected for the final interviews (Recommended for large searches).
- Check reference for only the final offeree (Recommended in time-sensitive or special circumstances only).

Some very useful examples of questions to ask during the background check can be found at:

[http://www.ohio.edu/hr/tools/upload/Reference\\_check\\_questions.doc](http://www.ohio.edu/hr/tools/upload/Reference_check_questions.doc)

### Background Checks

Although not required, University Human Resources offers a Background Check service through our partners at HireRight.

Departments should seriously consider this as an option to ensure the safety of our Students, Co-Workers, Campus Community, and university resources. Usually, Background Checks are completed on only the final offeree and a conditional statement is placed in the offer letter such as: "Offer contingent upon successful background check".

Please ask the HR Liaison about background checks if you are interested.