

Job Descriptions – Classified & Administrative positions

Complete a new [Position Description form](#) and submit by attaching the completed form to the posting requisition when:

- it is a new position,
- the job description is more than 3 years old
- the primary duties and responsibilities have changed more than 30%

Posting

All positions regardless of type should be posted on ohiouniversityjobs.com. As a federal contractor, Ohio University seeks to hire a diverse workforce. Being an equal opportunity employer means posting positions to attract diverse pools of qualified candidates and then ensuring hiring practices that encourage recruitment of women, minority applicants, Veterans, and persons with disabilities. We must document all employment actions in order to demonstrate that we have open and competitive hiring processes for ALL positions 1) that are longer than three days in duration; 2) that are not executive level positions; 3) OR that cannot be filled by internal competitive process (promotion).

- This means that any position that does not meet one of these exceptions must be posted for a period of days, depending on the anticipated recruitment area.
- For positions that we believe can be filled from an internal search, a transparent, competitive process of internal posting must be completed. We will work with departments to determine when an internal posting process, as opposed to a public posting process, can be used.

The hiring manager must create an electronic requisition at: www.ohiouniversityjobs.com/hr. Training videos are available from this site; additional training may also be requested by contacting UHR at 593-1636.

After the requisition is created and submitted, appropriate approvals will follow an electronic process depending on the position type.

WAIVER REQUESTS: If requesting a waiver of the posting requirement, please include the following information on the posting requisition:

- Who is identified as a candidate?
- How was the candidate identified as a candidate?
- Were any other candidates considered?
- What are the extenuating circumstances that prohibit an open and competitive search process?
- Attach the resume of the candidate in the “Posting Documents” section of the requisition

Recruitment & Advertising

All searches for regular full-time administrative and faculty 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 of Equity and Civil Right Compliance (<https://www.ohio.edu/equity-civil-rights/>).

National-scope advertisements require a minimum posting period of 15 days. UHR will post all vacancies to the University website as well as OhioMeansJobs.com, DiversityJobs.Com, HERC, Twitter, LinkedIn, WorkforceWestVirginia and HigherEdJobs.com. UHR will place all advertisements for classified positions.

Although the hiring department is responsible for all recruitment activities including ad placement for administrative, faculty and student employment opportunities, your HR Liaison or the Equity and Civil Rights Compliance department can make tailored recommendations.

Recruitment for classified positions should include an internal posting process as described in policy 40.44 <http://www.ohio.edu/policy/40-044.html>. If the position cannot be filled under this policy, a public recruitment effort should be made at a local level.

Depending on the position, a local or regional level search may also be more appropriate for part-time or term faculty or administrative positions. A minimum posting and recruitment period of 7 days is required for a local search.

Screening & Interviewing Process

Departments are responsible for conducting screening processes to determine qualified and finalist candidates. Screening and selection methods must be documented on the requisition. Screening methods should include a well-documented objective evaluation of candidate credentials against the required job qualifications.

Prior to inviting finalist candidates to the final screening stage (normally the on-campus interview), departments must get approval of their final pool. Complete the “Pre-Interview Candidate Selection Form” within the requisition, update applicant statuses to either “Selected for Interview” or “Not Interviewed, Not Hired” and submit the requisition for approval.

Selection & Offer Process

References of any potential offeree should be thoroughly checked. When the final decision is made, an offer of employment may be extended.

- **Faculty appointments:** In consultation with the Planning Unit authority, hiring manager may extend verbal and official offers of employment. Offer letters should include the date the new faculty member is scheduled for University Orientation.
- **Staff - Administrative and classified - appointments:** Hiring manager may extend verbal offers of employment; salary offers must comply with policy 40.036 <http://www.ohio.edu/policy/40-036.html>. UHR will coordinate official written offer in consultation with hiring manager.

As part of the negotiation process, being familiar with the University’s benefits (<http://www.ohio.edu/hr/benefits/index.cfm>), relocation policy <http://www.ohio.edu/policy/41-111.html>, and compensation guidelines <http://www.ohio.edu/hr/compensation/structure/index.cfm> can be extremely beneficial.

Complete the Hire

In the online system, update the applicant statuses to either “Interviewed, Not Hired” or “Recommended for Hire.” Complete the Hiring Form(s) for those candidates to whom offers have been extended and submit the Hiring Form(s) to Human Resources.

Unsuccessful candidates will receive an auto-generated regret email notification from the system. Departments are encouraged to send more personal notices to their candidates as well.

NOTE: I-9 forms MUST be completed within 72 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>

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, telephone protocols, emergency contact information, etc. As a guideline, a general checklist may be located here: <http://www.ohio.edu/hr/new-employees/index.cfm>

RESOURCES:

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

How To Hire instructions: <http://www.ohio.edu/hr/employment/fill.cfm>

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

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

Graystone Advertising: <http://www.graystoneadv.com/>

Office of Diversity, Access, Equity: <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: <http://www.ohio.edu/hr/calendar/index.cfm>

DID YOU KNOW . . .

University Human Resources negotiates annual contracts with several frequently used vendors in order to ensure the lowest rates possible. The following discounts are available to all Ohio University representatives and also ads placed through Graystone Advertising agency:

The Chronicle of Higher Education:

Ads with 1-20 column inches: 10%; Ads 20.25 column inches or more: 15%

The Columbus Dispatch:

Approximately 40% discount from regular open rate (can vary depending on size and duration)

HigherEdJobs.com:

Unlimited postings sponsored by University Human Resources at no additional cost to departments

CareerBuilder: Unlimited postings \$300 each