



Recruitment Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

## EMPLOYMENT PROCEDURES

**The hiring supervisor must follow the checklist below (check box to left when completed):**

- 1. Review/update position description as appropriate.
- 2. Complete the Hiring Requisition and forward it to the Office of Human Resources. *Upon receipt of the completed Hiring Requisition, the Office of Human Resources staff will advertise and begin accepting applications for the vacant position. (Requisitions received after 12:00 noon on Wednesdays for advertised positions will be processed the following week). The Human Resources staff will then forward applications three (3) days after the close date to the supervisor of the vacant position.*
- 3. Ensure that all of the applications listed on the printout have been received. (Applications for OSU staff paid positions are accessed on-line at [www.jobsatosu.com](http://www.jobsatosu.com), with guest user access provided by the Office of Human Resources).
- 4. For full-time faculty positions, establish a screening/interview committee. *Screening/interviewing committees are recommended for director-level and other professional level positions.*
- 5. The supervisor, and the committee, if appropriate, should review the job description, determine preferred qualifications which are job related, and review selection criteria.
- 6. Develop standardized interview questions.
- 7. The supervisor and the search committee, if appropriate, should then identify a group of applicants who meet the minimum qualifications AND the preferred qualifications and desired criteria. *The OSU Employment Office provides the list of applicants for OSU Classified Civil Service positions.*
- 8. Telephone interviews may be conducted with those individuals you have selected as finalists. This would possibly be more than you wish to personally interview.
- 9. Conduct personal interviews with those who were selected after telephone interviews. Should you have candidates who are coming in for interviews from out of town, contact the Human Resources Office for travel arrangements and reimbursement procedures.
- 10. **Conduct telephone reference checks from at least the last three employers.** The Office of Human Resources provides a reference check form.
- 11. For OSU positions, indicate reasons for non-selection for each applicant on the Hiring Summary Report available online at [www.jobsatosu.com](http://www.jobsatosu.com) (available by position title), which also includes instructions for completing the form.
- 12. Prepare the Intent to Hire packet, which includes the Intent to Hire form, all application materials, and completed telephone reference check forms and return it to the Office of Human Resources. **If the recruitment pool contains applicants eligible for Veterans' Preference and they are not selected for appointment, justification for their non-selection must be included in this packet.**

**The Office of Human Resources will then review the entire packet and will notify the supervisor of the outcome of the review. Only then is the supervisor to offer the position to the successful candidate. All appointments should begin at the start of a pay period.**

**Questions? Contact the Office of Human Resources at Extension 550.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_