**Educator Position Hiring Job Aid**

This job aid is intended to be a quick guide for county hiring process stewards and area leaders. Identifying the need for filling a position will happen in advance of this process within the county team and with leadership from the area leader. The primary role of the county hiring process steward is to assist the area leader with the many logistics required for preparing the position description templates, working with the operations team to initiate HRAs, advertising locally, and ensuring that the logistics for the interviews are addressed. Refer to the Hiring Process Steward Checklist for a list of the steward roles related to the hiring process.

Confirm with AL that the Faculty/Staff Permission to Search Form has been filled out and sent to the Director of Extension for approval; it will require further approval from the Dean and OHR (this is only during the “Hiring Pause”). No position should be initiated without the prior involvement of the area leader and the assistant director, Operations. Every educator position MUST be approved by the assistant director, Operations and the program area assistant director before an HRA can be initiated.

**Create Position Description**

https://hr.cfaes.ohio-state.edu/employment/hiring/osu-extension-educator-hiring-process

- The educator position description (PD) is created with collaboration from the area leader and Operations Team Admin Support. Please note that the teaching portion of the PD is required to be 50% or more.
- Contact your Operations Team Admin Support for examples of comparable positions and assistance with PD templates.
- Program area assistant director, and assistant director, Operations MUST provide input and approval via email before the position is submitted to HR for posting (allow time for this). Operations Team Admin Support will assist the area leader in obtaining the written approvals.
- Refer to: https://hr.cfaes.ohio-state.edu/employment/hiring/osu-extension-educator-hiring-process for common start dates when completing the position description.

**Action Items**: (area leader)

- After the position description has been finalized and approved by the assistant director, Operations, contact your appropriate Operations Team Admin Support to initiate the Create New or Fill Existing Position HRA.
- Provide the Operations Team Admin Support with a copy of the email approval from the program area assistant director so it can be attached to the HRA.

**Posting** - https://hr.cfaes.ohio-state.edu/employment/hiring/osu-extension-educator-hiring-process

- Educator positions are posted on a Saturday (unless it is a repost). Positions are posted for 2 weeks.
- Refer to the posting calendar for program area-specific posting dates (pay close attention to HRA deadline, i.e. postings are once a month per program area). If you miss this deadline, you will delay the hiring by a month.
- Kate Lobley will notify the area leader when the position is ready to be posted on jobs.osu.edu.
- Kate Lobley will send list of applicants and login information to the area leader to view the application materials, typically the Monday after the posting deadline.

**Advertising** – the area leader and county hiring process steward will receive an email including sample ads the Monday after the position is posted with instructions for local advertising. Contact your Operations Team Admin Support for coaching if you have never initiated local advertising.

**State Application Review/Screening**

- Anyone involved in application review, screening interviews, or county interviews must be made aware that this is a confidential process, NO information should be shared outside of any of the process committees.
- Applications are reviewed by the area leader, educator of same program area being filled (selected by area leader and emailed to the Assistant Director’s Admin [AD Admin]), program area assistant director, program area assistant director selected educator.
The review team will receive an application review packet and will have approximately one week or less to review documents before the application discussion date.

- Selected candidates are invited and confirmed for a 50-minute interview in Columbus; a 10- to 15-minute presentation is included in that time. The screening committee includes the program area assistant director, a program area educator (selected by the AD), and the area leader.
  - It is the responsibility of the AD Admin to coordinate the checking of references prior to the state screening.
  - Candidates are selected for the county-level interviews; candidates are notified by the AD Admin that they will be moving on to the county interview.
  - The AD Admin sends out the "No County" selected candidate email to the candidates that are not moving forward to the county interview process.

**County Interview Date**

- The county hiring process steward is responsible for coordinating the local interview details (e.g., reserving room, preparing committee packets, food, projector, and laptop).
- The county hiring steward will schedule candidates for county interviews and notify the candidates by email invitation.
- The interview committee should consist of: area leader, all educators in the specified county, program assistants if the same program area as intended educator hire, one educator in same program area of similar surrounding county, county staff representative, community volunteers relevant to the position being filled, county commissioners (if it makes sense for particular county). The area leader, with input from the county team, will identify the interview committee members.
  - Committee invitation (see sample document in BuckeyeBox)
  - Committee confirmation (see sample document in BuckeyeBox)

**Action Items:** (county hiring process steward in coordination with area leader)

- As soon as position has been posted, begin working on a county interview date, so information is available prior to the screening date (this needs to be approximately four weeks from posting date/one week out from state screening date).
- Share date, location, and interview start times for at least three interviews on the Educator Tracking Form prior to the state screening date so these can be shared with candidates for county-level interview.

**County Interview Packet**

- The area leader and county hiring process steward will receive (by email) a county interview packet from the Operations Team Admin Support (Do's and Don'ts; interview questions; position description; county interview summary, interview topic, interview form – to be completed by each committee member).
- The AD Admin will provide a copy of each candidate’s application materials including references.

**Action Item:** (county hiring process steward)

- Make the interview packet available to the committee (preferably in advance via email with the strict confidentiality statement included and/or in hardcopy to be distributed at the orientation preceding the interviews. If sharing via email, be sure to have at least three full packets at the interview for those who did not review prior or did not print out and bring with them. Include tabletop nametags.

**Selection**

**Action Items:** (county hiring process steward and area leader)

- After county interviews, the county hiring steward emails Kate Lobley with the county summary of recommendations, interview questions, county interview committee names and completed reference.
- The Area Leader emails Kate Lobley with the name of the candidate who has been selected for the offer. Please achieve this within 24 hours.

**Offer**

- The HR generalist for Extension and HR associate will review all application materials for the final candidate and determine an appropriate salary.
• The salary is emailed to the area leader to make a verbal offer to the final candidate. If needed, work with the assistant director of Operations or director of Operations to be coached on how to make the offer.

**Action Items: (area leader)**

- Be prepared to discuss a possible start date (see common start dates link above).
- Email the HR generalist and Kate Lobley with the news that the final candidate has accepted the offer and the tentative start date.
- Discuss fingerprinting process (Ohio State HR office on High Street is the quickest turnaround on fingerprinting). Depending on the turnaround, be prepared for a four-week window to start date.
- Be sure to make candidate aware that he or she will receive an email from the OSU Background Check Office instructing them on which background checks to do; he or she must WAIT until he or she receives that email before proceeding with any checks. Make sure that he or she understands that there are two separate background check processes, online and fingerprints.
- Notify candidate that his or her first day of employment will be Day 1 Orientation in Columbus.

**Offer Letter**

- An offer letter will be created by Kate Lobley and sent to the final candidate via DocuSign.
- The offer letter will route to the area leader first for signature, then to the final candidate and back to Kate Lobley.
- Once the signed offer letter is received, Kate will prepare a Hire HRA. The OSU Background Check Office will send (by email) information regarding background checks to the candidate; he or she must wait to receive the email before proceeding with checks.
- Kate Lobley will notify the area leader when the candidate’s background checks have cleared.
- Kate Lobley will initiate the tech form at this time to determine computer needs.

**Action Items: (area leader)**

- Upon initiation of the Hire HRA, Kate Lobley will send out non-selection letters to the unsuccessful interviewed candidates.
- To facilitate the timing of these letters, Kate will send an email to the area leader when the Hire HRA has been initiated.
- Delay sending a non-acceptance letter to any candidate that has been tapped to be offered the position should the first candidate turn the position down or fail to pass the background checks.
- Area leader should check-in a time or two with the final candidate during the weeks prior to start date to answer any questions he or she might have and to help him or her feel connected.
- Ask candidate for a mini-bio that can be used to publicly announce the candidate to community and in introductory news release. **Do not announce publicly until background checks have cleared.**

**Day 1 Orientation**

- Learning and Organizational Development (LOD) handles the invitation and details for Day 1 Orientation (sent to the employee’s personal email).
- Email invitation is sent from LOD the week before the orientation date.
  - All employees are required to attend the Day 1 Orientation in Columbus (9:30 a.m. – 3:00 p.m.)
  - Travel expenses are covered by the unit of hire.

**Welcome New Educator**

**Action Items: (county hiring process steward in coordination with area leader)**

- County hiring process steward should work with area leader to prepare the office space and ready supplies for the new hire in advance of his or her arrival to the county on day 2.
- County hiring process steward will contact the new educator to let him or her know what time to arrive at work, where to park, and have a space ready to welcome him or her on their second day with OSUE.
- County hiring process steward will arrange a meet-and-greet with county office staff.
- LOD is responsible for the on-boarding program.
- The Area Leader should craft a welcome letter that includes some initial learning/shadowing opportunities for first few weeks on the job and any important dates to include on the calendar in the first month (see sample document in BuckeyeBox>Area Leader Resource Center).

Do not hesitate to contact the Operations Team Admin Support for assistance with the process.