Non-Educator Position Job Aid
(Community Nutrition Positions Excluded)

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.

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 approval of the area leader and the knowledge of the assistant director, Operations.

Create Position Description (CFAES position description template)
https://hr.cfaes.ohio-state.edu/employment/hiring/osu-extension-educator-hiring-process

- The non-educator position description is created in collaboration from the area leader and county hiring process steward.
- 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 in collaboration with county hiring process steward)
- Determine job duties for this position, day-to-day responsibilities, and percentages of time the employee will spend on specific job duties.
- Contact the Extension HR generalist or Kate Lobley (lobley.82@osu.edu) if you have questions about the type of position needed (office assistant vs office associate, program coordinator vs program manager, etc.)
- Establish education and experience requirements.
- Determine salary range.
- After the position description has been finalized, contact your appropriate Operations Team Admin Support to initiate the Create New or Fill Existing Position HRA.

Posting
- Non-educator positions are posted on a Saturday (unless it is a repost). Must be approved on all levels and on the Service Center Worklist by the end of day, Friday for posting the following Saturday.
- Most non-educator posting are for two weeks (minimum of one week; can be posted longer than three weeks).
- Kate Lobley will notify the area leader when the position is ready to be posted on jobs.osu.edu.
  - Student positions are never posted on jobs.osu.edu.
  - Temporary positions (one year or less) can be posted on jobs.osu.edu if the county doesn’t have a candidate in mind. There are implications for hiring temp and term employees, so be familiar with appointment types.
- 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. Applications will be reviewed by the area leader, the county hiring steward, and any other reviewer as identified by the area leader.

Advertising
Action Item: (county hiring process steward)
- Local advertising is the responsibility of the county.
  - Kate Lobley will send a sample ad to the area leader and county hiring process steward when notifying the county the position has been posted.
  - Suggested advertising locations can also be obtained from Kate Lobley.
County Interview Date

- The county hiring process steward is responsible for coordinating the local interview details.

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

- Decide, together with the area leader, who is on the interview team. At a minimum, the interview committee should consist of two people conducting the interviews together (area leader, county hiring process steward, county educator, Extension Operations Team Admin support, others in your office). There should typically be no more than four to six individuals on the committee. These committees do not typically include community stakeholders.
- As soon as position has been posted, begin working on a county interview date.
- County hiring process steward should confirm date, time, and location with committee.

Application Review/Screening

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

- Applications are to be reviewed by a small team of individuals (area leader, county hiring process steward, county educator, Operations Team Admin support).
- Once applications are reviewed, with input from the review team, the area leader will select top candidate(s) to interview.
- Area leader will contact candidates and coordinate the schedule for the date of interviews, notifying the county hiring process steward of the schedule for the day.
  - The county hiring process steward will make arrangements to provide refreshments (or meal) to interview committee.
- After selection, area leader will check the references for the selected candidates. (See Reference Check Form Template in BuckeyeBox.)
- In the packet of information received from Kate Lobley, the area leader will complete the Applicant Hiring Summary Form (who did and did not interview and the reason why for each) and this document must be returned to Kate Lobley.
  - Kate Lobley will notify all candidates who were not selected for interviews.

County Interview Packet

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

- Once the selected county interview candidates have been confirmed for interview, the county hiring process steward will prepare an interview packet (i.e., position description, resumes, references, cover letters, interview questions, Do’s and Don’t list, strengths and weaknesses form, etc.)
- Provide interview committee with a copy of the candidate’s application materials along with the strict confidentiality statement included.

Selection

**Action Items:** (area leader)

- The area leader will collect all interview documentation from the committee.
- The area leader will notify Kate Lobley of the selected candidate.

Offer

- CFAES HR will determine a salary range based on the candidate’s education and experience.

**Action Items:** (area leader)

- The area leader will decide upon a specific hourly rate, or annual rate if the position is paid monthly, to offer the candidate.
- The area leader will verbally offer the position to the selected candidate (allow one week for decision).
- Be prepared to discuss a possible start date (see Common Start Dates link above).
- 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.
- Notify candidate that his or her first day of employment will be Day 1 Orientation in Columbus.
Offer Letter

- Kate Lobley will create the offer letter and send 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 Lobley will prepare a Hire HRA. Once the HRA is approved, the candidate will receive instructions from the Ohio State Background Check Office with instructions on completing the fingerprinting and online check.
- 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)

- Area leader will email Kate Lobley the details of the accepted offer, provide her with the name of the selected candidate, the salary/hourly pay rate, start date (based on Common Start Dates table), the candidate’s cell phone number and personal email address.
- Upon initiation of the Hire HRA, the area leader will send out non-selection letters to the unsuccessful interviewed candidates (sample Not Selected Letter located in BuckeyeBox).

Day 1 Orientation

- Learning and Organizational Development (LOD) handles the invitation and details for Day 1 Orientation (sent to the employee’s personal email).
  - 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 Employee

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

- County hiring process steward will contact the new employee 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 OSU Extension.
- County hiring process steward will arrange a meet-and-greet with county office staff.

Steps for Hiring a Student

- Please refer to the Student Hiring Job Aid