Non-Educator Position Hiring Job Aid

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.

It is critical for consistency purposes that you include the Operations Team Admin Support in all aspects of the hiring process, the OP's Admin Team has Manager Liaison Status within Workday allowing them to assist Area Leaders with the hiring process.

Create Position Description [Position Description Template](#)

- The Non-Educator Position Description (PD) is created with collaboration from the Area Leader and Operations Team Admin Support.
- Contact your Operations Team Admin Support for examples of comparable positions and assistance with PD templates.
- **Complete the** [Faculty/Staff Hiring Exception Form](#)
    - ****Special note – all staff/faculty request forms must have marked if you are requesting a brand new position or if backfilling a position, who the individual was that vacated the position (name.#)**
- Send completed Request to Hire and Position Description template to the Director of Extension for review/approval.
    - If approved, the director will then forward to the appropriate HR Consultant for CFAES review/approval.
    - If approval is received from CFAES, HR Consultant will route via DocuSign for university approval(s)
    - If approved by university personnel, the hiring manager will receive a cc: from DocuSign with the completed packet
    - The WorkDay requisition can now be entered to post (the completed DocuSign packet must be attached to all positions). If a temporary position, the approval email from CFAES HR must be attached as these will not be routed through DocuSign.
- **No position should be initiated without the prior involvement of the Area Leader and the Director, Operations.**
- Refer to: https://hr.osu.edu/new-employees/employees/orientation/ for common start dates when completing the Position Description. Common start dates are required by the university and are every other Monday.

Action Items: (Area Leader)
- ☐ Create Position Description Template
- ☐ Complete the Faculty/Staff Permission to Search Form
- ☐ Send both Permission to Search form and PD to Director of Extension

Create Job Requisition - Only after DocuSign approval has been received, if a TEMP position – no DocuSign is required.

Details
- In Workday – go to the Search by the block 0 – search create job requisition. Select "Create Job Requisition - Task"
- Type in your name under supervisory Organization and click on your name **without the JM**
- Select "Create New Position" regardless if employee is still in the position at the time of generating the Create Job Requisition.
    - Positions post live (unless you specify otherwise – this is done in the comment section at the end of the process) as soon as Jane Douglas (douglas.170) enters dates (you may or may not get notice that it goes live). Minimum posting is seven days.
- Worker type will be – *Employee*
- Click "OK"

Recruiting Details

- Click on ✎ in top right corner to edit
- Number of Openings: *1*
- Reason: *Create Job Requisition Planned> Planned>New Position*
- Replacement For: *Leave Blank*
- Recruiting Start Date: *Enter today's date*
- Target Hire Date: *Enter today's date*
- Target End Date: *Leave Blank*
- Click √ in the top right-hand corner, to save, before clicking next button

Job Details

- Click on ✎ in top right corner to edit
- Job Posting Title – *Office Services Coordinator # / Extension Educators Coordinator #*
  - When creating job requisition, "Job Posting Title" should be named Job Title - County Name, i.e., Office Services Coordinator 2 – Wayne County / Extension Educators Coordinator 3 – Wayne County
- Justification – *Copy and paste information from your Permission to Search Form in the "Is This Position Critical" section.*
- Job Profile – *search "Office Services Coordinator" / "Extension Educators Coordinator"*
  - *Select Appropriate Level*
- Additional job profiles – *Leave Blank*
- Job Description Summary – *Auto Populates*
- Job Description – *Copy and paste information from the "Detailed Position Description" section of your approved Position Description.*
  - *Please include the following information:*
    - *Lead/end your Position Description with "this position is located in _____ county".*
    - *The statement "Resume and cover letter, specific to the posting, are to be included at time of application, include months and years worked for each employment listed".*
    - *Minimum Qualifications (found within the [Career Band and Level Guide](#))*
    - *"The pay range for this profile is $0.00-$0.00/hourly." (This is found within the DocuSign document) "The offer for this position will fall within this range based on internal equity, unit's available budget, and the candidate's qualifications."*
    - *"Ohio State provides access to a depth and breadth of opportunities and resources. Starting your first day, Ohio State offers you a [comprehensive benefits package](#)."*
    - *Career Roadmap language i.e.,*
      - *Function: Business Planning and Operations / Education*
      - *Sub-Function: Office Services / Extension Educators*
      - *Career Band: Individual Contributor – Technical / Individual Contributor -Technical*
      - *Career Level: T1, T2, T3, T4*
- Additional Job Description – *Leave Blank*
- Job Families for Job Profiles – *Classified Civil Services / Administrative & Professional should automatically populate*
- Worker Sub-Type – Worker Type – *Regular*
- Time Type – *Select appropriate Part Time or Full Time*
- Primary Location – *type in search "OSU Extension"*
  - *Select County*
- Primary Job Posting Location – *Automatically populates*
- Additional Locations – *Leave Blank*
- Additional Job Posting Locations – *Leave Blank*
- Scheduled Weekly Hours – *Automatically populates to 40*
  - *Change entry if less than 40*
- Work Shift – *First Shift (United States of America)*
- Click √ in the top right-hand corner, to save, before clicking next button

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Qualifications

Education –
- *click on "Add All Degrees*
- *Select High School/GED*
- *√ Required*
- *Click √ in the top right-hand corner, to save*

Language: *Leave Blank*
Certifications: *Leave Blank*
Work Experience: *Leave Blank*
Competencies: *Leave Blank*

Responsibilities
- *click on "Add"*
- *Copy and paste information from the "Detailed Job Description" (percentage's %'s) section of your approved Position Description.*
- *Check "Required" box*
- *Click √ in the top right-hand corner, to save*

Training Details: *Leave Blank*
- *Click "Next"*

Organizations

Company: *Automatically populates to "The Ohio State University"*

Cost Center: *Automatically populates*
- *double check that this matches location of position*
- *If the information is not correct, click on ✎ in top right corner to edit*

Costing: *Automatically populates*

Other – If any of the below information is not correct, click on ✎ in top right corner to edit
- **Balancing Unit**-*Verify the auto populated* <u>*Balancing Unit*</u> *and double check that this matches location of position*
- **Function** – *Verify the auto populated FN109 – Public Service*
- **Time Entry Method** – *Leave Blank*
- **Meal Length (Health System Positions Only)** – *Leave Blank*
- **Federal Work Study (FWS)** – *Leave Blank*
- **Faculty Group Practice (FGP) Split Retirement** – *Leave Blank*
- **Disaster Designation**
  - *Click on ✎ in top right corner to edit*
  - *Select Standby*
  - *Click √ in the top right-hand corner, to save*
- **Area** – *Leave Blank*
- **Federal Work Study (FWS) Funding** – *Leave Blank*
- **Click "Next"**

Attachments
Documents
- *Click "Add"*
- *Click "Attach"*
- *Upload "DocuSign Approved Faculty & Staff Position Request Form"*

- *Comment – description of the document uploaded i.e., DocuSign Position Request – Office Services Coordinator - XXX County / Extension Educators Coordinator – XXX County*
- *Click √ in the top right-hand corner, to save*
- *Click "Add"*
- *Click "Attach"*
- *Upload "Approved Position Description"*
- *Comment – description of the document uploaded i.e., Position Description – Office Services Coordinator - XXX County / Extension Educators Coordinator – XXX County*
- *Click √ in the top right-hand corner, to save*
- *Click "Next"*

Compensation
    Total Base Pay: *Automatically Populated*
    Guidelines: *Automatically Populated*
    Salary:
- *Scroll down to Hourly*
- *Click on ✏ in top right corner to edit*
- *Amount: Enter minimum hourly amount from approved DocuSign Permission to Search, i.e. Salary range $13.84 - $18.45, you would enter $13.84.*
    - *Actual hourly pay will be determined when you notify Jane Douglas of selected candidate.*
- *Currency: Auto populates to USD*
- *Frequency: Auto populates to Hourly*
- *Click √ in the top right-hand corner, to save*
- *Click "Next"*

Assign Roles
- Click "Add"
    - Role: *Recruiter for Job Requisition*
    - Assign To: *Jane Douglas (00102027 Talent Acquisition Sr Anl)*
    - Click √ in the top right-hand corner, to save
- Click "Add"
    - Role: *Hiring Team*
    - Assign To: *Operations Admin Team, anyone else included in the screening such as, County Staff reviewing applications (can only be OSU employees).*
    - Click √ in the top right-hand corner, to save
- Click "Next"

Review Summary
- This is your opportunity to review and make any corrections you find that are needed

Comments
- Comments, for Jane Douglas's review, may be added at time of job requisition creation. Ex: please post ASAP for XXXX length of time (minimum is 7 days, typically positions are posted for 2-3 weeks)

Click "Submit"

Advertising

The Area Leader will receive an email including sample ads 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.

A recruitment document that gives sample language, regional sites, and log in information can be found in [OneDrive/Extension Managers Hiring Information](#).

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County Interview Date

- The Area Leader is responsible for coordinating the local interview details (e.g., reserving room, preparing committee packets, food, projector, and laptop).
- **For consistency and legal reasons,** the Area Leader 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, county staff representative, community volunteers relevant to the position being filled, county commissioners (if it makes sense for county). The Area Leader, with input from the county team, will identify the interview committee members.

Action Items: (Area Leader)
- ☐ As soon as position has been posted, begin working on a county interview date
- ☐ Share date, location, and interview start times for at least three interviews

Application Review/Screening
Action Items: (Area Leader)
- ☐ Applications are to be reviewed by a small team of individuals (area leader, county hiring process steward, county educator).
- ☐ 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 plan to provide refreshments (or meal) to interview committee.
- ☐ After selection, area leader will check the references for the selected candidates.
  - ○ Operations Admin Team has a Qualtrics Survey available for this process
- ☐ Area Leader is to notify Jane Douglas of candidates not selected for County Interviews

County Interview Packet

- The Area Leader 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 form – to be completed by each committee member).

Action Item: (Area Leader)
- ☐ 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 hard-copy 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: (Area Leader)
- ☐ After county interviews, the Area Leader compiles documentation with the county summary of recommendations, interview questions, county interview committee names and completed references (to be kept for 5 years per the University Record Retention Policy).
- ☐ The Area Leader emails Jane Douglas and AD with the name of the candidate who has been selected for the offer. Please achieve this within 24 hours.
- ☐ The Area Leader notifies non-selected candidates post county interview.

Pre-Offer

Special Note – hiring managers should be communicating with Talent Acquisition throughout the process to move candidates through the hiring process funnel in Workday (including dispositioning candidates at each stage of the process).

- Using the [Offer Request Information form](#), once interview(s) are completed, the hiring manager will need to send the following information to Jane Douglas.170 for an appropriate offer within the approved salary range:
    - Position number and Description
    - Candidate Name and Resume or CV
    - Clarification of FTE for each previous position on Resume/CV that you feel is applicable to the current job. We need to know if the candidate worked in a PT or FT capacity at those positions to adequately evaluate.
    - Any supporting information you learned during the interview process about the positions listed on the resume/CV that would affect their wage evaluation.
    - Is this an internal or external hire?
    - Student employment/internship experience is not a factor that would increase wage with this method.

Offer

- The Talent Acquisition Consultant will review all application materials and the provided information from the hiring manager and consult with the HR Consultant(s) regarding a salary offer.
- The Talent Acquisition Consultant will then reach out to the hiring manger with a verbal offer amount. If needed, work with the director of Operations to be coached on how to make the offer.
- Either the Talent Acquisition Consultant or Hiring Manager will reach out to the candidate to make a verbal offer on salary.
- If a verbal offer is accepted:
    - If the hiring manager made the offer, the hiring manager will work with Talent Acquisition to confirm any background check needs as well as ideal start date.
    - If the Talent Acquisition Consultant makes the verbal offer to the candidate, they will communicate with the hiring manager if it was accepted and will start the hiring process.
- The hiring manager will send the information back to the Talent Acquisition Consultant to disposition the remaining candidates.

    **Special Note – until a disposition sheet is received by Talent Acquisition, the candidate will not be moved to hire status which could cause delays in the candidate starting employment.

Action Items: (Area Leader)

- ☐ Be prepared to discuss a possible start date (see [common start dates](#) link above).
- ☐ Email Jane Douglas.170 (cc Bryan Dodrill, Dawnielle Essig and AD) with the news that the final candidate has accepted the offer and the following information:
    - ☐ Position – (R# and Name of Position)
    - ☐ Candidate Name –
    - ☐ Candidate email –
    - ☐ Start date – (Common start date per university)
    - ☐ Salary amount (stating this amount was received from Bryan Dodrill or Dawnielle Essig)
    - ☐ What background checks need to be done –
- ☐ 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. See: [Sample Background Check Email/Instructions.](#)
- ☐ You must use the [Technology Roll Off/Roll On Request Item in ServiceNow](#) to request IT equipment/device for your new employee. You will log in, go to Order Services, Onboarding Services, Technology Roll On/Off. This form submits information directly to the IT Service Desk about technology needs. The Roll-On portion of the form should be used by anyone who is responsible for technology needs for new employees. This includes their workstation (monitor, keyboard, mouse), file share and print share access. You can also request a delivery date/time. These requests should be submitted as far in advance of a start date as possible to ensure equipment is delivered on time.

Offer Letter

- An offer letter will be created by Jane Douglas and sent to the final candidate via Workday.
- The offer letter will route via Workday to the selected candidate, then back to Jane Douglas.
- Once all background check (s) have cleared Jane Douglas will move candidate forward to "Ready for Hire". Talent Services completes the hiring process and sends information for onboarding and orientation. (Candidate must be moved to the "Ready for Hire" status by Wednesday before the common start date—in order for the candidate to receive the email on Friday afternoon with the zoom link).
- A helpful report to run and follow this process is Onboarding Status Summary. Hiring managers/AL can sort this report by supervisory org. Enter Onboarding Status Summary in Workday search bar and search by your name, it will bring up all the candidates and their status. If you search Staffing Activity Summary enter Extension in Search and select your name, county from drop down list, whatever org role appropriate, select type of employees and to and from dates. This lists your hires, transfers, etc.

Action Items: (Area Leader)
- ☐ Non-selected candidates will be notified by the Area Leader.
- ☐ Area Leader to notify Jane Douglas of candidates not selected for position
- ☐ Delay notifying any candidate that has been tapped as acceptable to be offered the position should the first candidate turn the position down.
- ☐ 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 and photo 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.**
- ☐ 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 (First Advantage/on-line and BCI/FBI); he or she must **WAIT** until he or she receives that email (This email will come within hours or a day of signing their offer letter, and within same amount of time for BCI/FBI after First Advantage has cleared) 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 or via Zoom.

Day 1 Orientation

- Once all background check (s) have cleared - Talent Services completes the hiring process and sends information for onboarding and orientation.

Welcome New Employee

Action Items: (Area Leader)
- ☐ Area Leader prepare the office space and ready supplies for the new hire in advance of his or her arrival to the county on day 2.
- ☐ Area Leader 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 OSUE.
- ☐ Area Leader will arrange a meet-and-greet with county office staff.
- ☐ The remote Form I-9 functionality will launch as part of an employee's onboarding
  - ○ If an employee has asked you to complete the Form I-9, you will receive an email from Myworkday@osu.edu with a link to access the Form I-9. You will need to review the documentation presented by the employee from the List of Acceptable Documents no later than three days after the start date of their employment.
- ☐ LOD is responsible for the on-boarding program.
  - ○ ONE Extension – Onboard.Network.Excel
  - ○ MINE Program: Mentor.Impact.Network.Excel

- [ ] In addition to above LOD on-boarding additional position specific on-boarding opportunities are available, please inform candidate of those specifics.
  - Support Staff Onboarding Process Outline
  - Program Personnel Onboarding Process Outline
- [ ] 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 OneDrive>Extension Managers Hiring Information).

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