

OSU and Non-OSU Student 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. 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.** The operations team will initiate the HRA for the position with instructions 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, advertising locally, and ensuring that the logistics for the interviews are addressed. For additional information, refer to *Student Hire Process* document/flow chart located in BuckeyeBox.

Create Position Description (CFAES position description template)

<https://hr.cfaes.ohio-state.edu/employment/position-descriptions>

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

- Determine need and funding to hire an OSU student or non-OSU student.
- Determine job duties for this position, day-to-day responsibilities, and percentages of time the employee will spend on specific job duties.
- Establish education and experience requirements.
- Determine salary range.
- After the position description has been finalized, the Area Leader should contact your appropriate Operations team admin support to initiate the *Fill Existing Position HRA*.
- Provide the required information for completion of the *CFAES Request for Student Employment* form
 - o Available from your Operations team admin support person
 - o This completed form will be added to the *Fill Existing Position HRA*

**** NOTE: If you have already identified a student to hire, please skip to *Selection* section on page two. ****

Posting

- Student positions are never posted through jobs@osu.edu.
- Student positions do not follow a posting schedule and can be open for as long as you want.
- It is up to the hiring unit to advertise the position locally and all application materials will go directly to the hiring county (resume, cover, letter, etc.)
- Another option is to contact Kate Lobley (lobley.82@osu.edu) if you don't have a candidate identified and would like to use an online student application as part of your recruitment process. Kate will send you a link to the online student application. All applications go to Kate, and she then forwards them to the search chair (Area Leader), along with any attachments the applicants may include (resume, cover letter, etc.).

Advertising

Action Item: (county hiring process steward)

- Local advertising is the responsibility of the county.
 - o Contact Kate Lobley (lobley.82@osu.edu) if you need assistance with local advertising.



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 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 advertised locally, 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 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 candidate(s) 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.

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, cover letters, interview questions, Do's and Don'ts 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.
- After selection, area leader will check the references for the selected candidates.
(See *Reference Check Form Template* in BuckeyeBox [Area Leader Resource Center>Human Resources>Hiring])
- The area leader will collect all interview documentation from the committee.

Selection (**Start here if the student to be hired has already been identified**)

Action Items: (area leader)

- The area leader will notify their Operations admin support person of the selected candidate; and if not previously known, whether the individual is an Ohio State or non-Ohio State student.
- The Operations admin support will assist the area leader in completing the *CFAES Request for Student Employment* form. When this document is completed it will be attached to the Fill Existing Position HRA so that Kate Lobley has access to the information for future reference in the hiring process.

Offer

- The area leader has the autonomy to determine the hourly rate. (**See bullet in Additional Items about salary offer.**)

Action Items: (area leader)

- The area leader will decide upon a specific hourly rate.
- 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
- 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.
- Students **do not** participate in Day 1 Orientation and **do not** have to start on a common start date.



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.
- Once the signed offer letter is received, Kate Lobley will initiate 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.
 - Students cannot start work until the Area Leader receives an approval from HR.

Action Items: (area leader)

- Upon initiation of the *Hire HRA*, the area leader will send out non-selection letters to the unsuccessful interviewed candidates (See *Not Selected Letter Generic* in BuckeyeBox [Area Leader Resource Center>Human Resources>Hiring])

Welcome New Employee

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

- County hiring process steward will contact the new employee to let the student know what time to arrive at work, where to park, and have a space ready to welcome the student to OSU Extension.
- County hiring process steward will arrange a meet-and-greet with county office staff.

End of Student Employment

Action Items: (area leader)

- At the end of the student's employment, contact Operations admin support and request a terminate HRA be initiated. The last date submitted on their timesheet is required information for the HRA.
- Contact Kate Lobley and your Operations Team admin support if you anticipate your student may continue working during school breaks or the following summer.
 - In order for a Student Hire to remain active in the HR system, they must submit a timesheet every 120 days; otherwise, the student will be terminated and it will be necessary to go through the hiring process the next summer.

Additional Items to Remember Regarding Student Hires (Source: Email from Bryan Dodrill 6/10/19 to Area Leaders)

This information applies to undergrad OSU students, non-OSU students and non-OSU minors working in the summer.

- While classes are in session, student may only work up to 28 hours per week. During school breaks, students may work up to 38 hours per week.
- If your student worker graduated spring semester, the last day they are eligible to work as a student employee is the last day of summer semester.
- If you have student minors working, refer to the State of Ohio Minor Labor Laws (com.ohio.gov). Minors need to receive proper break periods, cannot start work before 7 a.m. and cannot work more than 8 hours per day.
- Student employees should not be working on university paid holidays. Overtime rules would apply, but this should be avoided.
- Students do not receive holiday pay.
- **If you want to hire a student worker for \$11/hour or more (maximum is \$14.17), you must provide justification as to why they should be paid that rate. Justification needs to be approved by the College.**
- If your student employee requested to be exempt from OPERS, but are not enrolled in classes for summer session, then OPERS will be taken out. If the student continues to work through autumn semester, then OPERS payments will be suspended while the student is enrolled. The student employee would have had to complete the OPERS exemption form within 30 days of their hire date.

