

## OSU and Non-OSU Student Hiring Job Aid

This job aid is intended to be a quick guide for 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.

### Create Position Description [Position Description Template](#)

Permission to search is required.

- Complete the [Student Employee Position Request Form](#)
- Send completed Student Employee Position Request Form, along with the Position Description Template to the Director of Extension for review/approval, copy Assistant Director of Operations.
  - If approved, the Director of Extension will forward to the appropriate HR Consultant for CFAES review/approval. **For student positions, the approval email from CFAES HR must be attached as student approvals are not routed through DocuSign.**

#### [Sample PD](#)

Position Descriptions can be more or less detailed as you desire. This is just a sample.

- Be sure to never use the word 'lead'.
- Language used should always be 'assist' and 'work with staff' to be sure it does not look like a PA position.
- Promotional materials can always be more detailed than the PD.

#### [Sample Permission to Search](#)

This example is for Mahoning County, please change language to your own county or counties on this request.

#### Action Items:

- ☐ Determine funding to hire an OSU student or non-OSU student.
- ☐ Create Position Description Template
- ☐ Complete the Student Employee Position Request Form
- ☐ Send both Permission to Search form and PD to Director of Extension

**Create Job Requisition** – Only after approvals have been received and Job Manager (JM) designation has been obtained.

Student positions fall under Job Management. **Prior to hiring students, you need to have a Job Management org (JM). If you do not have a JM org, you will need to request one through [HR Connection](#).**


Here is a link to the steps in how to complete this and the request form that will need to be completed: Request Supervisory Organization - [Supervisory Organization Change/Create Form](#).

#### [Sample Student Requisition1](#) (Single opening)

#### Details

- In Workday – go to the Search by the block 0 – search “create job requisition” and choose the Create Job Requisition “Task”
- Type in your name under supervisory Organization and **click on your name with the JM**
- Worker type will be – Employee
- Click “OK”

#### Recruiting Information


- 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: *Enter date position will end*
- Click ✓ in the top right-hand corner, to save, before clicking next button

## Job

### Job Details

- Click on  in top right corner to edit
- Job Posting Title: *Student Summer Assistant – County Name*
- Justification – *Copy and paste information from your Student Employee Position Request Form in the “Is This Position Critical” section.*
- Job Profile: *Student Assistant* or *Student Assistant Non-OSU* (select Student Assistant Non-OSU unless you have a preferred candidate that is a known OSU Student).
- Job Description Summary: *Leave Blank*
- Job Description – *paste from approved Position Description. Include THIS POSITION IS LOCATED IN XXX COUNTY **and** Hours are flexible. This position can work up to 28 hours if taking classes and up to 38 hours during the summer and/or academic breaks.*
- Additional Job Description: *Leave Blank*
- Job Families for Job Profiles: *Auto populates to Student Employee - Hourly*
- Worker sub type – *Temporary (Fixed Term)*
- Time Type: *Part-time*
- Primary Location – *OSU Extension – XXX County*
- Primary Job Posting Location: *Auto populates to Satellite Campus*
- Additional Locations: *Leave Blank*
- Additional Job Posting Locations: *Leave Blank*
- Scheduled Weekly Hours: *(enter 10 hours)*
- Work Shift – *Varying Shifts*
- Click ✓ in the top right-hand corner, to save, before clicking next button

## Qualifications

### Skills

- Required Skills: *Leave Blank*
- Optional Skills: *Leave Blank*

### Education

- Click on “Add”
- Degree: High School/GED
- Check “Required” box
- 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:** *Auto populates to The Ohio State University*


**Cost Center**

- *Verify the auto populated Cost Center and double check that this matches location of position*
- If the information is not correct, click on  in top right corner to edit


**Costing**

- *Verify the auto populated Fund and double check that this matches location of position*
- If the information is not correct, click on  in top right corner to edit

**Other**

- *Verify the auto populated Balancing Unit and double check that this matches location of position*
- If the information is not correct, click on  in top right corner to edit

**Function**

- 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 pencil to edit
    - Click 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 “Student Employee Position Request Form
- Comment – description of the document uploaded i.e., Position Request - XXX County Student Summer Assistant
- Click ✓ in the top right-hand corner, to save
- Click “Add”
- Click “Attach”
- Upload “Position Description”
- Comment – description of the document uploaded i.e., Position Description - XXX County Student Summer Assistant
- Click ✓ in the top right-hand corner, to save
- Click “Add”
- Click “Attach”
- Upload “Copy of email from Bryan Dodrill/Dawnielle Essig with approval”



- Comment – description of the document uploaded i.e., Approval to Search Email - XXX County Student Summer Assistant
- Click ✓ in the top right-hand corner, to save
- Click “Next”

### Compensation

- Scroll down to Hourly
- Click on  in top right corner to edit
- Amount: Enter minimum hourly amount from approved Position Description and or Student Permission to Search Form, i.e. Salary range \$10.10 - \$13.00, you would enter \$10.10. Actual hourly pay will be determined when you notify Mariah Tibbs.40 of selected candidate.
  - **(Anything above \$13 will require approval/justification at the College level)**
- 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*
  - Assigned To: *Mariah Tibbs.40*
  - Click ✓ in the top right-hand corner, to save
- Click “Add”
  - Role: *Hiring Team*
  - Assigned To: *Team who can look at the resumes, etc., including the Operations Admin Team*
  - 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

- Student positions will post indefinitely unless you add beginning and ending posting dates in the comments. This is where you would add those dates.
- **If you have a student in mind, add the student’s name and email address in the comments section as the preferred candidate.**
- Please add OSU Student to the Additional Job Profile (add this comment when you are unaware of whether a student will be OSU or Non-OSU).

### Click “Submit

### Multiple Openings

If you are wanting to hire more than one Student Summer Assistant, you can make ONE requisition for all of the Student Summer Assistants within the same county to make the tasks easier.

Same as above except:

### Recruiting Details

- Number of Openings: *Number of open positions being posted*

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



## Advertising

- Local advertising is the responsibility of the county.

## 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.

A Reference Check Qualtrics Survey has been created and collaborated with Area Leader's via Qualtrics.

  - To utilize this survey, copy the survey, rename it, publish it, and send email with the link to the survey.
- ☐ The Area Leader will collect all interview documentation from the committee (see University Record Retention Policy below).

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

### 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 1 year if not hired, 6 years if hired, per the University Record Retention Policy).
- ☐ The Area Leader emails Mariah Tibbs.40 and cc: Bryan Dodrill and Dawnielle Essig with the R#, name of the candidate who has been selected for the offer, hourly rate of pay, and start date. Please achieve this within 24 hours.



## 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).**

- Hiring manager will conduct interviews with candidates.
- Once a hiring decision has been made, Hiring Manager will reach out to the candidate to make a verbal offer on salary.
  - Salary amount is determined by amount approved in the job requisition (this can be found in the requisition compensation section of the job requisition).
- If a verbal offer is accepted:
  - The hiring manager will email Mariah Tibbs with the job requisition number, name of candidate, salary rate and confirm any background check needs as well as ideal start date.
  - Talent Acquisition will establish and communicate the soonest possible start date based on the results of the background check(s).
- 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)

- ☐ 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

- An offer letter will be created by Mariah Tibbs and sent to the final candidate via Workday.
  - The offer letter will route via Workday to the selected candidate, then back to Mariah Tibbs.
- Candidate will receive a link from OSU for an online background check via Frist Advantage. If candidate is going to have care, custody, or control of youth as part of their summer student position, they will be required to have a BCI fingerprint background check completed as well.
- Mariah Tibbs 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)

- ☐ Area leader will send out non-selection letters to the unsuccessful interviewed candidates (See *Not Selected Letter Generic* in OneDrive [Area Leader Resource Center>Human Resources>Hiring>Non-Educator Hiring Process Resources])

## Welcome New Employee

### Action Items: (area leader)

- ☐ Area Leader 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

Students: if Extension is their only student position, proceed as you would with a regular employee. If your student has multiple positions within the University DO NOT initiate this task in Workday. Submit a request through [HRConnection](#) and the team will initiate the process on your behalf.

### Action Items: (area leader)

- ☐ Employee submits resignation in [Workday-via Self Service](#) (PREFERRED METHOD)
- OR** Manager (AL) submits request for Separating an Employee (Voluntary or Involuntary) via Workday
  - If manager submits the request, Workday will require a signed letter of resignation to be uploaded; email and or digital signatures will not be accepted.
- ☐ 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 130 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](http://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 \$13/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.

