

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Employment Policy and Hiring Procedures for Administrative/Professional Staff and Faculty	3-006 FISCAL SERVICES March 2014
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POLICY

- 1.01 The guidelines to hire an Administrative, Professional (A&P), or faculty member at OSU Institute of Technology (OSUIT) are designed to ensure that an approved position is in the budget, resources are available to support the position, a legitimate reason does exist for the position, affirmative action and equal opportunity procedures are followed, and that OSU system-wide expectations embraced.
- 1.02 Certain positions must be submitted to the Board of Regents for the Agricultural & Mechanical Colleges before an offer is officially finalized.

PROCEDURES

- 2.01 A unit leader must submit a job description to the Office of Human Resources for placement on *OSU Jobs*.
- 2.02 The unit leader will complete and submit a “Justification to Hire” to the President for approval or denial to fill a position. Note: Part-time and temporary positions do not need Presidential approval.
- 2.03 If the request to fill a position is denied, notice of the decision will be given to the unit leader and the Office of Human Resources.
- 2.04 If the request to fill a position is approved, the following procedures will be followed:
- A. The administrator taking the action will approve the job description through *OSU Jobs* to the unit leader and the Office of Human Resources.
 - B. The Office of Human Resources will post the position as appropriate.
 - C. At the direction of the hiring administrator, the Office of Human Resources will advertise the open position in appropriate venues.
 - D. The Office of Human Resources will receive all applications and nominations for the position through *OSU Jobs*.
- 2.05 The hiring administrator will assemble an interview committee of not less than three, preferably five, individuals to evaluate and interview potential candidates. The hiring

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administrator, with assistance from the Office of Human Resources, will provide the committee with a comprehensive orientation.

- 2.06 The hiring administrator and interview committee will have immediate access to all materials submitted by each applicant for the position through *OSU Jobs*.
- 2.07 Under the leadership of the hiring administrator, the committee will evaluate each qualified applicant and prepare a written document summarizing the committee's evaluation of each applicant.
- 2.08 When all applicants have been evaluated by the committee, at least three applicants (when possible) will be selected for on-campus interviews.
- 2.09 The hiring administrator will inform the Office of Human Resources regarding the applicants selected for on-campus interviews.
- 2.10 The hiring administrator will develop and distribute a schedule for on-campus interviews.
- 2.11 The hiring administrator, with assistance from committee members, will conduct third-party reference checks on each of the final candidates.
- 2.12 Upon request from the unit leader, the Office of Human Resources will request written reference checks on all final applicants.
- 2.13 Hiring administrators must communicate with the Office of Human Resources on all finalists in order to ensure the promotion of a more diverse workforce as well as confirm compliance with affirmative action and equal opportunity employment laws.
- 2.14 At any time, the hiring administrator may request for an applicant to meet with a staff member from the Office of Human Resources for a detailed explanation of fringe benefits.
- 2.15 At the conclusion of all interviews, the hiring administrator will consult with the appropriate supervisor on each candidate.
- 2.16 If the decision is that a qualified and acceptable candidate is not in the pool, the position will be reopened and the search will continue until satisfactory resolution is achieved.
- 2.17 If a qualified and acceptable candidate is identified, the administrator will arrange a background check with the Office of Human Resources. Upon confirmation that the background check has been returned and verified for employment, the hiring administrator will then extend an offer to the candidate at an hourly or annual salary rate (dependent upon position status) as agreed to by the unit leader and the Vice President of Fiscal Services.

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- 2.18 If the candidate accepts the offer, the hiring administrator will provide the candidate with a letter that details the terms and conditions of employment. The candidate must sign and return one copy of the letter for his/her official file in the Office of Human Resources.
- 2.19 The hiring administrator must submit a *Recommendation for Change in Staff* to the Office of Human Resources immediately upon a candidate's acceptance of an offer of employment.
- 2.20 The hiring administrator will collect all materials regarding each candidate from the members of the interview committee.
- 2.21 The hiring administrator will return all materials to the Office of Human Resources.
- 2.22 The Office of Human Resources will file and/or destroy all materials on each applicant.
- 2.23 The Office of Human Resources will confirm the final status of all applicants and close the position posting on *OSU Jobs*.

Approved: August 1996
Revised: August 2006
Revised: July 2009
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