

**Office of Business Operations
Hiring Checklist – Non Student Employees**

Please check off as you complete.

Review applications at www.jobsatosu.com/hr. The Veteran and Special Status columns indicate whether or not an applicant has self-identified as a veteran or falls into a special status category, for example Reduction in Force. Upon receiving e-mail notification that your position has been moved to Open Status and is ready for review, you will also be told what action needs to occur if you have applicants in either Veteran or Special Status. Lisa McCurdy is available for assistance.

Conduct interviews.

Have each external interviewee complete and sign a Background Check Disclosure, Authorization, and Release Form. Explain that Business Operations' policy requires background checks for all hires and that a conviction will not necessarily be a bar to employment. The nature of the offense, when it occurred, and its job-relatedness will be considered.

Request that interviewees sign their application form at the end of each interview.

Identify top candidate(s).

Check references. It is strongly recommended that the current supervisor be contacted for attendance, active corrective action, and re-hire status. Marc Stoffel is available for assistance.

Select candidate to hire.

All hires, including internal applicants, are subject to a background check. Forward Background Check Disclosure, Authorization, and Release Form and Business Operations Background Check Request for selected candidate to Marc Stoffel, Business Operations Human Resources. Wait for approval/disapproval.

If background check approved:

Determine rate of pay. Business Operations Human Resources should be contacted for validation **prior to offer**.

Offer position to individual. (If individual declines offer, return to "Select Candidate to Hire" step.)

Request applicant complete DMA Form. Review form and submit to Business Operations HR Office with Hiring Checklist.

Determine start date.

Schedule physical with Employee Health, if required.

Update applicants' status on-line. Lisa McCurdy is available for assistance with reasons for non-selection.

Contact HR representative to schedule appointment for processing. (Processing needs to be completed 3-5 days prior to start date.)

Note: It is the hiring supervisor's responsibility to maintain selection documentation for three years.

*******Additional Information Required on Reverse Side of Form*******

Hiring Checklist
Page Two

To Be Completed By Employing Manager/Supervisor

General Information

Name of Selected Individual: _____

Internal or External Hire: _____

Start Date: _____

Salary: _____

Department Name: _____

Chartfield Information:

Organization: _____

Fund: _____

Timekeeping Information

Days: Su M T W R F Sa

Clock In: _____:_____ am/pm

Clock Out: _____:_____ am/pm

Supervisor Approving Time: _____
(please print)

Time Entry Method: Time Clock Web Clock

Work Address (for Benefit Packet Delivery). Be Specific.

Room Number: _____

Building Name: _____

Campus Address: _____

Work Phone Number: _____

Miscellaneous Information

Position Requires Operation of University Vehicle: Yes No

Position Requires CDL: Yes No

Signature of Hiring Supervisor: _____ Date: _____

To Be Completed By Business Operations Human Resources

Title: _____

Position Number: _____

Requisition Number: _____

Date of Letter of Offer: _____

Short-Term Disaster Designation: _____

Long-Term Disaster Designation: _____