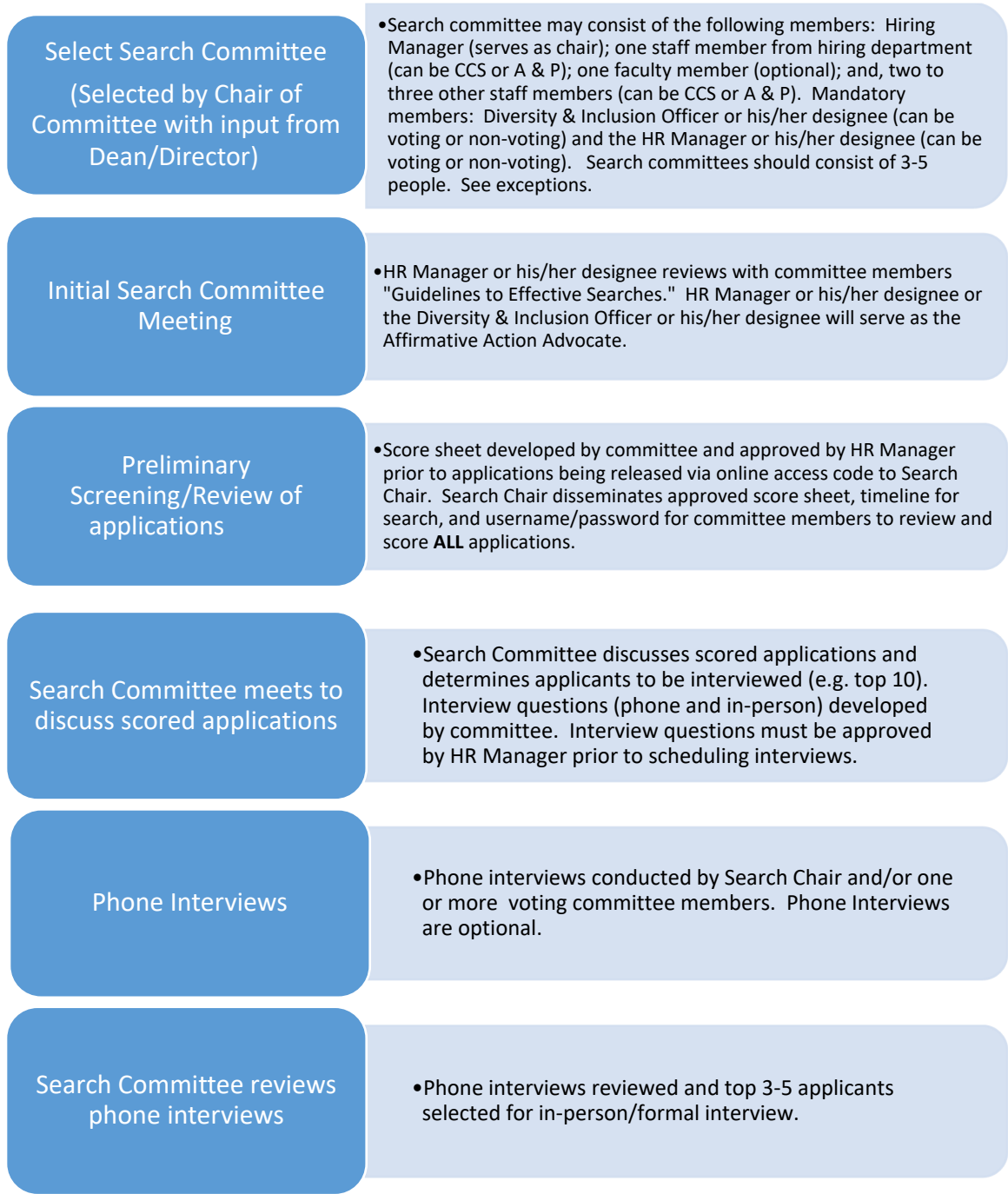
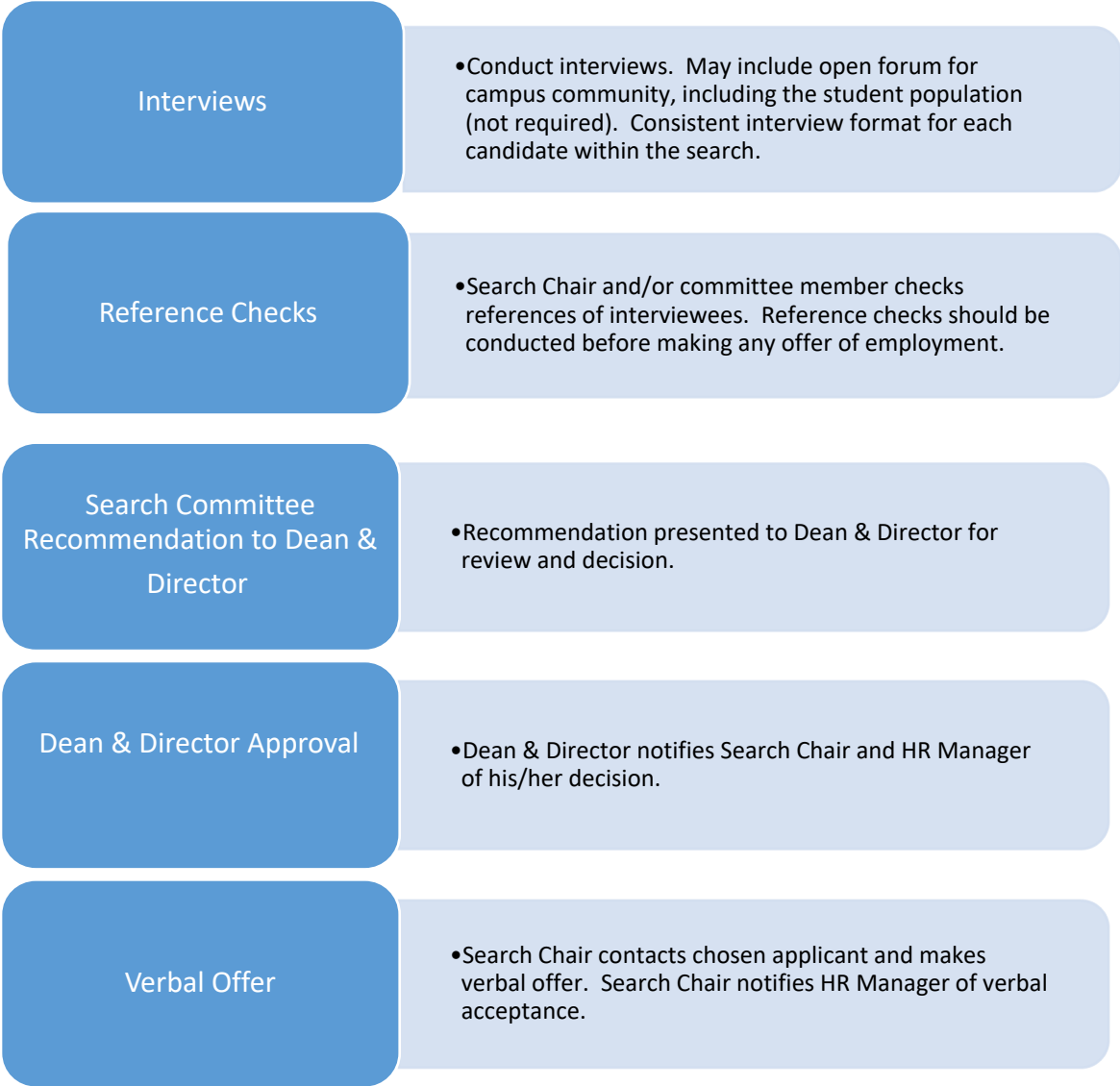


The Ohio State University at Marion

Selection Process – Staff Only





Formal Offer Letter

- HR Manager prepares and sends formal offer letter.

Formal Offer Accepted

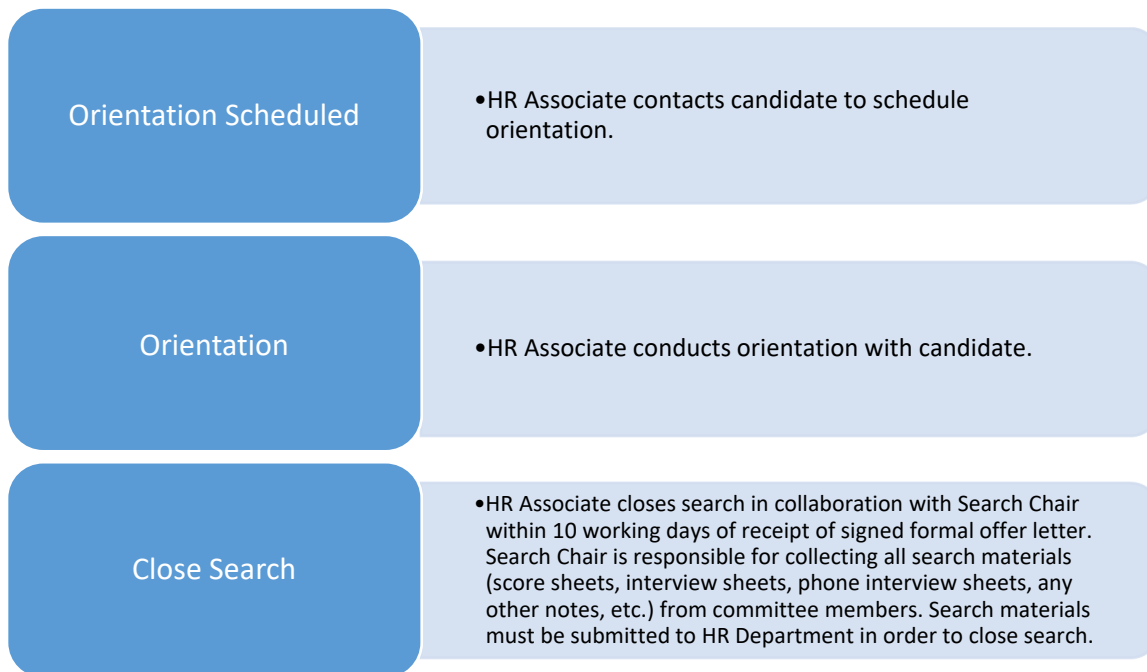
- HR Manager initiates background check.

Background Check Results

- Depending on background check results, HR Manager sends new hire DocuSign packet to candidate for completion. If unfavorable background check HR Manager follows up with Columbus, Supervisor, Dean & Director to determine if hire moves forward. No hire, Search Committee reconvenes to discuss second candidate. Start process at verbal offer. May have to close search if no desirable candidates.

Communication

- Once the candidate has officially accepted the offer of employment and the background check has successfully cleared, the Dean/Director or the Hiring Manager communicates the news of a new employee to the campus community.



Exceptions: Search committees for positions that are cost shared between OSU Marion and Marion Technical College (e.g. maintenance, grounds, custodial, library staff, student center staff, disability services, counseling, etc.) will consist of hiring supervisor (search chair); one staff member from hiring department; two Marion Technical College staff members; one OSU staff member; and one faculty member (optional), OSU HR Manager or his/her designee (voting or non-voting), and the Diversity & Inclusion Officer or his/her designee (voting or non-voting). The HR Manager or his/her designee or the Diversity & Inclusion Officer or his/her designee will serve as the Affirmative Action Advocate.