The Ohio State University at Marion Selection Process – Staff Only

Select Search Committee

(Selected by Chair of Committee with input from Dean/Director)

•Search committee may consist of the following members: Hiring Manager (serves as chair); one staff member from hiring department (can be CCS or A & P); one faculty member (optional); and, two to three other staff members (can be CCS or A & P). Mandatory members: Diversity & Inclusion Officer or his/her designee (can be voting or non-voting) and the HR Manager or his/her designee (can be voting or non-voting). Search committees should consist of 3-5 people. See exceptions.

Initial Search Committee
Meeting

•HR Manager or his/her designee reviews with committee members "Guidelines to Effective Searches." HR Manager or his/her designee or the Diversity & Inclusion Officer or his/her designee will serve as the Affirmative Action Advocate.

Preliminary
Screening/Review of applications

•Score sheet developed by committee and approved by HR Manager prior to applications being released via online access code to Search Chair. Search Chair disseminates approved score sheet, timeline for search, and username/password for committee members to review and score ALL applications.

Search Committee meets to discuss scored applications

•Search Committee discusses scored applications and determines applicants to be interviewed (e.g. top 10). Interview questions (phone and in-person) developed by committee. Interview questions must be approved by HR Manager prior to scheduling interviews.

Phone Interviews

• Phone interviews conducted by Search Chair and/or one or more voting committee members. Phone Interviews are optional.

Search Committee reviews phone interviews

 Phone interviews reviewed and top 3-5 applicants selected for in-person/formal interview. **Interviews**

•Conduct interviews. May include open forum for campus community, including the student population (not required). Consistent interview format for each candidate within the search.

Reference Checks

•Search Chair and/or committee member checks references of interviewees. Reference checks should be conducted before making any offer of employment.

Search Committee
Recommendation to Dean &
Director

• Recommendation presented to Dean & Director for review and decision.

Dean & Director Approval

•Dean & Director notifies Search Chair and HR Manager of his/her decision.

Verbal Offer

•Search Chair contacts chosen applicant and makes verbal offer. Search Chair notifies HR Manager of verbal acceptance.

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.

Orientation Scheduled	•HR Associate contacts candidate to schedule orientation.
Orientation	•HR Associate conducts orientation with candidate.
Close Search	•HR Associate closes search in collaboration with Search Chair within 10 working days of receipt of signed formal offer letter. Search Chair is responsible for collecting all search materials (score sheets, interview sheets, phone interview sheets, any other notes, etc.) from committee members. Search materials must be submitted to HR Department in order to close search.

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.