



Recruitment Process Checklist

Pre-Posting

- Attend training on how to hire available through the [Learning Management System](#)
- Identify search committee members
- Modify or create the [job description](#) (must be updated once every three years)
- Complete internal process for approval to fill position
- Create requisition in [OSU Jobs](#)
- Determine [advertising](#) (optional) – if advertising position, attach ad to the OSU Jobs requisition

Pre-Interview

- Develop recruitment plan
 - Develop search committee, prepare screening tool and interview questions
 - Search Committee training through the [Learning Management System](#)
- Screen qualified applicants
 - Does the applicant meet the minimum qualifications?
 - Utilize the applicant statuses in OSU Jobs appropriately
- Select candidates for interview
- Contact [OSU Human Resources](#) to remove the listing from the career site (optional)

Interview

- Follow a standardized [interview](#) process:
 - Ask the same question of each applicant, ask questions related to job duties and competencies, avoid unacceptable inquiries

Pre-Offer

- Determine finalist(s)
- Conduct [Reference Checks](#)
- Determine proposed salary offer
 - Is the requested amount within the hiring range?
 - Secure approval prior to proceeding with offer to the applicant (refer to the [Compensation Adjustment Request Guidelines](#))

Offer/Post-Offer

- Finalize and extend the offer to the candidate
 - Offer contingent upon successful completion of background check
 - Include probationary period
- Receive acceptance from selected candidate
- Contact candidates who were not selected
- Request [background check](#)
 - Inform candidate of online authorization email from Application Station
 - Candidate must complete the authorization immediately
- Once the background check is complete, update the status of the finalist to Hired in OSU Jobs
- Assign UKG New Hire Checklist (within 3 days of hire)
- Register for an Orientation & Benefit Enrollment session
- Prepare for the [employee's first day](#)

Maintain all records regarding recruitment for a minimum of three years. Recruitment records include the job announcement, interview notes, reference and other actions taken during the recruitment period.