

Educator Position Hiring Job Aid

Identifying the need for filling a position will happen in advance of this process within the county team and with leadership from the Area Leader.

Create Position Description

- The Educator Position Description (PD) is created with collaboration from the Area Leader, Program Area Assistant Director, and Operations Team Admin Support. Please note that the teaching portion of the PD is **required** to be 50% or more.
- Contact your Operations Team Admin Support for examples of comparable positions and assistance with PD templates. [Position Description Template](#)
- **Program Area Assistant Director MUST provide input and approval via email before the position is submitted to HR for posting** (allow time for this). Operations Team Admin Support will assist the Area Leader in obtaining the written approvals.
- **Complete the [Faculty/Staff Permission to Search Form](#) and send along with the PD to the Director of Extension for approval; it will require further approval from the Dean and OHR (this is only during the “Hiring Pause”).**
- **No position should be initiated without the prior involvement of the Area Leader and the Director, Operations. Every Educator position MUST be approved by the Director Operations and the program area Assistant Director before a Requisition can be initiated in Workday.**
- Refer to: <https://hr.osu.edu/new-employees/employees/orientation/> for common start dates when completing the Position Description. Common start dates are required by the university and are every other Monday. Monthly employees should start on common start date closet to first of month, but no later than middle of month due to payroll deadline. Talent services have been allowing students to start every Monday during department busiest time. This may change in the future.
- For planning purposes, monthly state screening days are as follows:
 - ☐ FCS posting close 4th Monday, application review 1st Monday, state screening date 2nd Tuesday.
 - ☐ ANR posting close 3rd Monday, application review 4th Monday, state screening date 1st Wednesday.
 - ☐ 4-H posting close 2nd Monday, application review 3rd Monday, state screening date 4th Wednesday.
 - ☐ CD posting close 1st Monday, application review 2nd Monday, state screening date 3rd Wednesday.

Action Items: (Area Leader)

- ☐ **It is critical for consistency purposes that you include the Operations Team Admin Support in all aspects of the hiring process**, as we do not have access to this in Workday and do not receive notifications of any kind.
- ☐ Create Position Description Template with input from program area AD
- ☐ Receive program area AD approval of PD (via email to attach to the permission to search form)
- ☐ Complete the Faculty/Staff Permission to Search Form
- ☐ Send both permissions to search form and approved PD to Director of Extension

Create Job Requisition

- Once in Workday, click “Recruiting”, then click “Create Job Requisition.”
- Select [“For Existing Position”](#) if employee has vacated the position prior to generating the Create Job Requisition.
 - **PREREQUISITE-** [Edit Position Restrictions](#), if any changes need to be made to an existing position before posting.
- Select [“For New Position”](#) if employee is still in the position at the time of generating the Create Job Requisition.
- Positions post live as soon as Jane Douglas (douglas.170) enters dates (you may or may not get notice that it goes live). Minimum posting is seven days.



- When creating job requisition, “Job Posting Title” should be named county name plus position, i.e., Wayne County Agricultural and Natural Resources Educator. It is also suggested to lead your Position Description with “this position is located in _____county”.
- For Educator positions, enter Extension Educator in “Job Profile” field.
- In “Additional job profiles”, all levels of Extension Educators, must be added (OSU Extension Educator 1,2,3, & 4, click on each Educator level).
- In the **Assign Roles** section, click the **Add** icon to add any supporting roles to the Job Requisition.
 - **Recruiter for Job Requisition (required for all job requisitions) – Jane Douglas must be listed as the Recruiter on all requisitions.**
 - **Search Committee - (for Educators) include Carol Wagner and Vicki Myers, AD, AD Admin, Hiring Steward(s), anyone else included in the state screening such as Associate State 4-H Leader, County Educators reviewing applications, etc. (can only be OSU employees).**
- Comments, for Jane Douglas’s review, may be added at time of job requisition creation. Ex: posting end dates or how long you would like the posting to be live, selected student(s), and wording to include in offer letter can be included in the comment section.

Advertising

The Area Leader and county Hiring Process Steward will receive an email including sample ads after the position is posted with instructions for local advertising. Contact your Operations Team Admin Support for coaching if you have never initiated local advertising.

A recruitment document that gives sample language, regional sites, and log in information can be found in [OneDrive/Area Leader Resource Folder](#). Should you be interested in advertising or receiving quotes from OSU contracted advertising agency, Polaris. Jane Douglas will share required job advertisement form for completion.

State Application Review/Screening

- **Anyone involved in application review, screening interviews, or county interviews must be made aware that this is a confidential process, NO information should be shared outside of any of the process committees.**
- For planning purposes, monthly state screening days are as follows:
 - FCS posting close 4th Monday, application review 1st Monday, state screening date 2nd Tuesday.
 - ANR posting close 3rd Monday, application review 4th Monday, state screening date 1st Wednesday.
 - 4-H posting close 2nd Monday, application review 3rd Monday, state screening date 4th Wednesday.
 - CD posting close 1st Monday, application review 2nd Monday, state screening date 3rd Wednesday.
- Applications are reviewed by the Area Leader, Educator of same program area being filled (selected by Area Leader and emailed to the Assistant Director’s Admin [AD Admin]), program area Assistant Director, program area Assistant Director selected Educator.
 - The review team will receive an application review packet from the AD Admin (which includes the application review form. Position description and the link to where they can find the applications and references) and will have approximately one week or less to review documents before the application discussion date.
 - Area Leader will, in Workday, disposition candidates not selected for state screening. This will trigger an automatic email to those candidates.
- Selected candidates are invited and confirmed for a 50-minute interview in Columbus or via Zoom by the AD Admin; a 10- to 15-minute presentation is included in that time. **For consistency and legal reasons**, the screening committee includes the program area Assistant Director, a program area Educator and/or state level program faculty or staff (selected by the AD), and the Area Leader.
 - **For consistency and legal reasons**, It is the responsibility of the AD Admin to coordinate the checking of references, via Qualtrics, prior to the state screening.
 - Candidates are selected for the county-level interviews; Area Leader is notified by the AD Admin the names of candidates recommended to be moved forward to the county interview.



- AD Admin to notify Jane Douglas of candidates not selected for county interviews.
- The AD Admin sends out the “No County” selected candidate email to the candidates that are not moving forward to the county interview process.

County Interview Date

- The county Hiring Process Steward is responsible for coordinating the local interview details (e.g., reserving room, preparing committee packets, food, projector, and laptop).
- **For consistency and legal reasons**, the Area Leader will schedule candidates for county interviews and notify the candidates by email invitation.
- The interview committee should consist of: Area Leader, all Educators in the specified county, program assistants if the same program area as intended Educator hire, one Educator in same program area of similar surrounding county, county staff representative, community volunteers relevant to the position being filled, county commissioners (if it makes sense for particular county). The Area Leader, with input from the county team, will identify the interview committee members. It is the expectation that community members outnumber Extension employees at the county interview.
 - Committee invitation ([see sample document in OneDrive](#))
 - Committee confirmation ([see sample document in OneDrive](#))

Action Items: (county Hiring Process Steward in coordination with Area Leader)

- ☐ As soon as position has been posted, begin working on a county interview date, so information is available prior to the screening date (this needs to be approximately four weeks from posting date/one week out from state screening date).
- ☐ Share date, location, and interview start times for at least three interviews on the Educator Tracking Form prior to the state screening date so these can be shared with candidates for county-level interview.

County Interview Packet

- The Area Leader and county Hiring Process Steward will receive (by email) a county interview packet from the Operations Team Admin Support (Do's and Don'ts; interview questions; Position Description; county interview summary, interview topic, interview form – to be completed by each committee member).
- The AD Admin will provide a copy of each candidate's application materials including references.

Action Item: (county Hiring Process Steward)

- ☐ Make the interview packet available to the committee (preferably in advance via email with the strict confidentiality statement included and/or in hardcopy to be distributed at the orientation preceding the interviews. If sharing via email, be sure to have at least three full hard-copy packets at the interview for those who did not review prior or did not print out and bring with them. Include tabletop nametags.

Selection

Action Items: (Area Leader)

- ☐ After county interviews, the Area Leader compiles documentation with the county summary of recommendations, interview questions, county interview committee names and completed references (to be kept for 5 years per the University Record Retention Policy).
- ☐ The Area Leader emails Bryan Dodrill, Dawnielle Essig and AD with the name of the candidate who has been selected for the offer. Please achieve this within 24 hours.

Offer

- Bryan Dodrill or Dawnielle Essig will review all application materials for the final candidate and determine an appropriate salary and Educator level.
- The salary is emailed to the Area Leader to make a verbal offer to the final candidate. If needed, work with the director of Operations to be coached on how to make the offer.

Action Items: (Area Leader)

- ☐ Be prepared to discuss a possible start date (see [common start dates](#) link above).
- ☐ Email Jane Douglas.170 (cc Bryan Dodrill, Dawnielle Essig and AD) with the news that the final candidate has accepted the offer and the following information:
 - ☐ Position – (R# and Name of Position)
 - ☐ Candidate Name –
 - ☐ Candidate email –
 - ☐ Start date – (Common start date per university)
 - ☐ Salary amount (stating this amount was received from Bryan Dodrill or Dawnielle Essig)
 - ☐ Educator Level (received from Bryan Dodrill or Dawnielle Essig)
 - ☐ What background checks need to be done –
- ☐ Discuss fingerprinting process (Ohio State HR office on High Street is the quickest turnaround on fingerprinting). Depending on the turnaround, be prepared for a four-week window to start date.
- ☐ Notify your Extension District IT tech with the name and proposed start date of selected candidate.

Offer Letter

- An offer letter will be created by Jane Douglas and sent to the final candidate via Workday.
- The offer letter will route via Workday to the selected candidate, then back to Jane Douglas.
- Once all background check (s) have cleared Jane Douglas will move candidate forward to “Ready for Hire”. Talent Services completes the hiring process and sends information for onboarding and orientation. (candidate must be moved to the “Ready for Hire” status by Wednesday before the common start date—in order for the candidate to receive the email on Friday afternoon with the zoom link).
- A helpful report to run and follow this process is Onboarding Status Summary. Hiring managers/AL can sort this report by supervisory org. Enter Onboarding Status Summary in Workday search bar and search by your name, it will bring up all the candidates and their status. If you search Staffing Activity Summary enter Extension in Search and select your name, county from drop down list, whatever org role appropriate, select type of employees and to and from dates. This lists your hires, transfers, etc.
- Beginning July 1, 2021, you must use the [Technology Roll Off/Roll On Request Item in ServiceNow](#). This form submits information directly to the IT Service Desk about technology needs. **The Roll-On portion of the form should be used by anyone who is responsible for technology needs for new employees.** This includes their workstation (monitor, keyboard, mouse), file share and print share access. You can also request a delivery date/time. These requests should be submitted as far in advance of a start date as possible to ensure equipment is delivered on time.

Action Items: (Area Leader)

- ☐ Non-selected candidates will be notified by the Area Leader.
- ☐ Delay notifying any candidate that has been tapped to be offered the position should the first candidate turn the position down.
- ☐ Area Leader should check-in a time or two with the final candidate during the weeks prior to start date to answer any questions he or she might have and to help him or her feel connected.
- ☐ Ask candidate for a mini-bio and photo that can be used to publicly announce the candidate to community and in introductory news release. **Do not announce publicly until background checks have cleared.**
- ☐ Be sure to make candidate aware that he or she will receive an email from the OSU Background Check Office instructing them on which background checks to do (First Advantage/on-line and BCI/FBI); he or she must **WAIT** until he or she receives that email (This email will come within hours or a day of signing their offer letter, and within same amount of time for BCI/FBI after First Advantage has cleared) before



proceeding with any checks. Make sure that he or she understands that there are two separate background check processes, online and fingerprints.

- ☐ Notify candidate that his or her first day of employment will be Day 1 Orientation in Columbus or via Zoom.

Day 1 Orientation

- Once all background check (s) have cleared - Talent Services completes the hiring process and sends information for onboarding and orientation.

Welcome New Educator

Action Items: (county Hiring Process Steward in coordination with Area Leader)

- ☐ County Hiring Process Steward should work with Area Leader to prepare the office space and ready supplies for the new hire in advance of his or her arrival to the county on day 2.
- ☐ Area Leader will contact the new Educator to let him or her know what time to arrive at work, where to park, and have a space ready to welcome him or her on their second day with OSUE.
- ☐ County Hiring Process Steward will arrange a meet-and-greet with county office staff.
- ☐ LOD is responsible for the on-boarding program.
- ☐ In addition
- ☐ to above LOD on-boarding additional specific program area on-boarding opportunities are available, please inform candidate of those specifics.
- ☐ The Area Leader should craft a welcome letter that includes some initial learning/shadowing opportunities for first few weeks on the job and any important dates to include on the calendar in the first month (see sample document in [OneDrive>Area Leader Resource Center](#)).

Do not hesitate to contact the Operations Team Admin Support for assistance with the process.

