

**CLASSIFIED STAFF RECRUITMENT  
AND  
SELECTION PROCESS CHECKLIST FOR HIRING DEPARTMENTS  
(Detailed Version)**

This information is provided to give a brief overview of the [Office of Human Resources](#) (HR) and the [Office of Equity & Diversity](#) (OED) recruitment and selection process for classified staff employees. The forms/documents mentioned in this checklist will be provided to the Hiring Department when the initial packet of bidding documents is forwarded. These forms/documents are also available through the Office of Human Resources' website or may be electronically transferred through e-mail attachment.

**NEW POSITION INSTRUCTIONS:**

**Preparation**

1. \_\_\_\_ Position Description Questionnaire to Human Resources for Newly Created Position  
Complete a [Position Description Questionnaire](#). Confirm the need and funding for the position with the Provost or appropriate Vice President and forward the description to the Office of Human Resources. Fax: 2.2920

**INTERNAL RECRUITMENT for new and existing positions:**

2. \_\_\_\_ Position Vacancy Announcement created by HR  
HR will review the position description to insure it is properly classified in accordance with Ohio State specifications. Description will be placed in Position Vacancy Announcement (PVA) format and sent to Hiring Department for review and approval.
3. \_\_\_\_ Position Authorization (PA) completed by Hiring Department  
After corrections or additions are completed of the PVA, the Hiring Department must then complete a [Position Authorization](#) for Classified and Administrative Staff form (PA). The PA and PVA are routed for signatures from the Initiator, Director of Budgets, and the Dean/Provost/Vice President.
4. \_\_\_\_ PA forwarded to HR  
The Vice President or Provost will return to HR the approved PA and PVA.

**Posting**

5. \_\_\_\_ Position posted internally  
The position vacancy will be posted on BGSU web site no later than Monday at 9:00 am for internal bidding for one week; deadline to apply is 1:00 p.m. on Friday (deadline will be adjusted if a holiday falls during the posting period).  
  
Interested BGSU employees will complete an Employment Transfer form and provide an updated resume or data sheet. The Employment Transfer form will identify employee's current classification, pay grade, proposed pay grade, probationary period and updated relevant job experience, skill level and education.

**Screening**

6. \_\_\_\_ Internal Applicant Transfer forms/resumes forwarded to Search Committee  
HR will forward the MyFiles link with all credentials to the Search Committee at the conclusion of the posting.
7. \_\_\_\_ Search Committee completes on-line Search Committee Training  
The Search Committee must complete the OED required "Search Committee Training" online which can be found at the following website: <http://www.bgsu.edu/offices/oed/search-committee/index.html>. The committee should also be familiar with restrictions on hiring family members. Further information may be found at the following website: <http://www.bgsu.edu/downloads/execvp/file26496.pdf>
8. \_\_\_\_ Interviews scheduled for Internal Applicants by HR  
All qualified employees meeting minimum state requirements determined by HR must be interviewed. Interviewing techniques and guidelines may be discussed with the Human Resources' employment staff. HR will contact the Search Committee chair to coordinate interview schedule.
9. \_\_\_\_ Employee Performance Evaluations/Sick Leave Usage reviewed by Search Committee  
The Search Committee may review the three most recent employee performance evaluations of candidates in HR. Sick leave usage may also be reviewed for past 3 years if requested.
10. \_\_\_\_ Selection Criteria Forms completed by Search Committee  
[Selection Criteria](#) forms must be completed for each person interviewed.

**Hiring**

11. \_\_\_ Classified Staff Action Form completed by Search Committee  
Once a selection is made, the Search Committee Chair completes a [Classified Staff Action form](#).
12. \_\_\_ Classified Staff Action Form, PVA, Selection Criteria Forms and Employee Transfer Forms forwarded to HR.  
All forms (a copy of the Position Vacancy Announcement, Classified Staff Action form, all Selection Criteria forms, selected applicant's Employment Application/Employment Transfer form) must be submitted to HR.
13. \_\_\_ HR conducts Background check  
HR conducts background check on selected candidate if it is a promotion into position warranting background check as outline in the [Pre-employment Background Check Policy](#).
14. \_\_\_ HR approves selection  
HR reviews hiring process and approves selection.
15. \_\_\_ HR contacts Hiring Department for confirmation of hiring and proposed start date
16. \_\_\_ HR extends offer of employment to selected candidate
17. \_\_\_ HR sends out "thank you for interviewing" letters to all non-selected internal candidates

**EXTERNAL RECRUITMENT (only after unsuccessful one-week internal recruitment)****Preparation**

1. \_\_\_ Position Vacancy Announcement and Ad Copy created/revised by HR  
HR will revise a Position Vacancy Announcement (PVA) and Ad copy and send to include external recruitment date and send to Hiring Department for review and approval.
2. \_\_\_ PA, PVA & Ad Copy approved for External Recruitment by HR  
HR will review the Ad copy and recruitment sources for approval.

**Posting**

3. \_\_\_ HR posts position externally  
The position will be posted in selected print publications and no later than Monday at 9:00 am on the BGSU web site for external bidding for two weeks.

**Screening**

4. \_\_\_ Applications forwarded to Search Committee after deadline  
Human Resources will accept employment applications until the established date/time. After the position has closed, HR will forward the MyFiles link with all credentials to the Search Committee.
5. \_\_\_ Request to Interview form completed by Search Committee and forwarded to HR  
After the Search Committee has reviewed applications, the Search Committee will prepare an [Request to Interview Form](#) recommending candidates to be interviewed by telephone or on campus. This form must be forwarded to HR for their review and approval before interviews can be scheduled.
6. \_\_\_ Request to Interview returned to Search Committee  
After approving candidates for interviews, HR will return a copy of the Request to Interview to the Search Committee chair.
7. \_\_\_ Interviews scheduled by HR  
HR will contact the Search Committee chair to coordinate interview schedule.

8. \_\_\_ DMA forms completed by all external candidates interviewed  
The Search Committee Chair is responsible for gathering completed [DMA forms](#) from all external applicants interviewed on campus.  
  
As required by state law (ORC 2909.34) each candidate selected for an on campus interview is required to complete a "Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization" (DMA) form, as required by the Department of Homeland Security. You may find this form as well as more information from the following web site: <http://www.Homelandsecurity.ohio.gov/dma.asp> as well as on the OHR web site at <http://www.bgsu.edu/offices/ohr/employment/> or by contacting HR.
9. \_\_\_ Pre-Employment Information/Conditions form signed by external candidates interviewed  
The Search Committee Chair is responsible for gathering completed [Pre-Employment Information/Conditions](#) forms from all external applicants interviewed on campus.
10. \_\_\_ Selection Criteria Forms completed by Search Committee  
[Selection Criteria](#) forms must be completed for each person interviewed.
11. \_\_\_ Classified Staff Action Form, PVA, Selection Criteria Forms, Applications, DMA and Pre-Employment Information/Condition forms forwarded to HR.  
Once a selection is made by the Hiring Department, all paperwork (signed Classified Staff Action form, all Selection Criteria forms, DMA and Pre-Employment Information/Condition forms, selected candidate's Employment Application and/or Employment Transfer form) must be returned to HR.
12. \_\_\_ HR conducts background check on selected candidate  
HR conducts background check on selected candidate as outline in the [Pre-employment Background Check Policy](#).
13. \_\_\_ HR approves selection  
HR reviews hiring process and approves selection.
14. \_\_\_ HR contacts Hiring Department for confirmation of hiring and proposed start date
15. \_\_\_ HR extends offer of employment  
HR will extend an offer of employment to the selected candidate. At this time, a payroll sign-up and employee orientation will be scheduled.
16. \_\_\_ HR sends out "thank you for interviewing" letters to all non-selected candidates interviewed on campus and a congratulations letter to the selected candidate.

A Human Resources staff member will assist you with each step of the above process. If you have any questions on the recruitment/selection process of classified staff, please call or e-mail:

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