

**CLASSIFIED STAFF RECRUITMENT  
AND  
SELECTION PROCESS CHECKLIST FOR HIRING DEPARTMENTS**

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:**

CTRL + Click on blue letters to activate links

**Preparation**

1. \_\_\_\_ Position Description Questionnaire to Human Resources  
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

**FOR INTERNAL RECRUITMENT:**

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 to the 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 credentials forwarded to Hiring Department  
HR will forward the original Employment Transfer forms and other related documents to the Hiring Department 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 OED.  
All forms (a copy of the Position Vacancy Announcement, Classified Staff Action form, all Selection Criteria forms, Employment Applications and/or employment Transfer forms) must be submitted to OED.
13. \_\_\_ OED approves selection  
After this information has been reviewed and the selection approved, OED will forward the paperwork to HR.
14. \_\_\_ HR contacts Hiring Department for confirmation of hiring date
15. \_\_\_ HR extends offer of employment to selected candidate
16. \_\_\_ HR sends out “thank you for interviewing” letters to all non-selected internal candidates

**IF** internal candidate is **NOT** selected, follow external recruitment instructions starting at #5.

If a selection cannot be made from within the University, a request to recruit off-campus is submitted with rationale for the request to HR.

## FOR EXTERNAL RECRUITMENT

### Preparation

2. \_\_\_ Position Vacancy Announcement and Ad Copy created by HR  
HR will create a Position Vacancy Announcement (PVA) and Ad copy and send to Hiring Department for review and approval.
3. \_\_\_ Position Authorization (PA) completed by Hiring Department  
After corrections or additions are completed of the PVA and Ad copy, 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 to the Provost/Vice President.
4. \_\_\_ PA forwarded to HR  
The Vice President/Provost will return to HR the approved PA and PVA . HR will contact ad agency to retain a quote for requested publications. HR will forward quote to Hiring Department. All costs for advertising will be incurred by the Hiring Department.
5. \_\_\_ PA, PVA & Ad Copy forwarded to Office of Equity and Diversity (OED)  
HR will forward all documents to OED for approval of ad and recruitment sources. OED will review the Ad copy and recruitment sources for approval. HR must receive the approved PA from OED by noon on Wednesday to move forward with recruiting for the following Monday.
6. \_\_\_ Hiring Department’s budget checked for funds available  
Once HR received approved PA from OED, HR or Hiring Department’s FMS Requester will enter Ad quote into FMS system to create a requisition/purchase order number and complete a budget check. If the budget check fails, HR will contact Hiring Department FMS Requestor to advise them of the failed budget check. Funds must be available and requisition approved by FMS Requestor/Administrator by 10:00 am on Thursday in order for recruitment to begin the following Monday.

This step is skipped if “Pay with Peard” is marked on Position Authorization

### Posting

7. \_\_\_ HR posts position externally  
When the above conditions are met, the position will be posted in selected print publications and no later than Monday at 9:00 on the BGSU web site for external bidding for two weeks.

### Screening

8. \_\_\_ 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/searchcommittee/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>
9. \_\_\_ Applications forwarded to Hiring Department after deadline  
Human Resources will accept employment applications until the established date/time. After the position has closed, HR will forward all applications to the Hiring Department for their review.

10. \_\_\_ Request to Interview form completed by Search Committee and forwarded to OED with all applications  
After the Search Committee has reviewed applications, the Search Committee will prepare an [Applicant Data/Request to Interview form](#) recommending candidates to be interviewed. This form and applications of all candidates (in alphabetical order) must be forwarded to OED for their review and approval before interviews can be scheduled.
11. \_\_\_ Applications returned to Search Committee  
After approving candidates for interviews, OED will return the applications to the Search Committee chair and fax a copy of the approved Applicant Data/Request to Interview form to HR.
12. \_\_\_ Interviews scheduled by HR  
HR will contact the Search Committee chair to coordinate interview schedule.

- Hiring**
13. \_\_\_ 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 we site at <http://www.bgsu.edu/offices/ohr/employment/> or by contacting HR.
  14. \_\_\_ Selection Criteria Forms completed by Search Committee  
[Selection Criteria](#) forms must be completed for each person interviewed.
  15. \_\_\_ Classified Staff Action Form, PVA, Selection Criteria Forms and Applications/Employee Transfer forms forwarded to OED.  
Once a selection is made by the Hiring Department, all paperwork (Classified Staff Action form, all Selection Criteria forms, DMA forms, Employment Applications and/or Employment Transfer forms) must be returned to OED.
  16. \_\_\_ OED approves selection  
After this information has been reviewed and the selection approved, OED will forward the paperwork to HR. (OED may call the Hiring Department to advise that the paperwork has been approved and is ready to be forwarded to HR. OED will forward materials to HR via the Payroll courier or the Hiring Department may pick up and hand deliver to HR to expedite the process.)
  17. \_\_\_ HR contacts Hiring Department for confirmation of hiring date
  18. \_\_\_ 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.
  19. \_\_\_ HR sends out "thank you for interviewing" letters to all non-selected candidates and a congratulations letter to the selected candidate.

Note: If a decision has been made to recruit on and off campus simultaneously, the Hiring Department will be required to interview all internal candidates meeting the minimum requirements and must review all external applications. If it is determined that external candidates should be interviewed, internal candidates must receive the first interviews and consideration before proceeding with external interviews. The hiring decision rests with the department. 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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