

On-Line Application System HRP Checklist

Position: _____

Requisition #: _____

- Review active/inactive applicants at www.jobstosou.com once e-mail has been received from ES announcing position is ready.
 - Save active candidates applications to a HTML only file. (See Navigation Chart)
 - Run Applicant Hiring Summary and Save to a HTML only file. (See Navigation Chart)
 - Coordinate with search chair or hiring manager regarding who will require Guest User Access to view applicant information. Remind them to have all interviewed applicants sign their application.
 - Provide hiring tools and other special information:
 - Found on OHR Website: <http://hr.osu.edu/hrpubs/pubmenu.htm>
 - A Guide to Effective Searches
 - Documenting Your Search
 - Letter of Offer Samples
 - Guide to Reference Checking
 - Orientation Checklist for Managers and Supervisors
 - Orientation Checklist for New Hires
 - Create Guest User Accounts.
 - Username: _____
 - Password: _____
 - Prepare e-mail template to Guest Users, attaching Applicant Hiring Summary, Instruction Sheet, and Applications of Applicants
- OR**
- Print Applications and Applicant Hiring Summary and forward to Hiring Manager.
 - Receive Applicant Hiring Summary from Hiring Manager with hiring decision and reasons for non-selection.
 - Change status on ALL applicants. Please note special status for self-identified veterans. Complete the Hiring Details tab for selected candidate.
 - E-mail ES (bethea.15@osu.edu) that hire has been made and position can be closed.
 - Run Applicant Hiring Summary and save records for three years.