Helpful Hints during the employment process

Hiring an Educator
Hiring all other positions- See below

Hiring an Educator

• Follow the step by step procedures in the Hiring Procedures Checklist.

When an Educator position comes open…

• Typically when an educator position comes open the county Extension director (CED) will work with the regional director (RD), county commissioners, and county Extension advisory committee to do a program review and determine ongoing financial support for the position. *The county account is not charged the Educator cost share while the position is vacant*

• The RD should meet with the CED, educators, and county Extension advisory committee to develop the position description. The CED takes the initiative in facilitating the development of the position description. The approved position description is forwarded to OSU Extension Human Resources for approval, announcement, and search.

Timeline

• Expect the search, screening and interview process to take approximately three months.

Posting the Educator position locally…

• In addition to the OSU search process, local advertising and recruitment is often helpful in enriching the candidate pool. If you choose to advertise locally, it is the local unit responsibility to pay for the ads. Refer to the hiring procedures job aid for how to proceed.

Screening & Interviewing…

• The preliminary screening interview is conducted in Columbus by a team consisting of an Assistant Director, a Specialist and the Leader, Human Resources. OSU Extension HR checks references on candidates.

• The CED and RD coordinate the interview process with the OSU Extension Human Resources. The county interview committee includes:
  • 1 county commissioner or representative
  • 1 or 2 advisory committee member(s)
  • 1 County Extension Director
  • 1 or 2 Educator(s) from the county
  • 1 Educator from nearby or cluster county, and/or a specialist
  • Regional Director
  • All county staff may sit in on interviews, but not participate in decision-making.

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• The day of the interview you may want to have other staff available to give each candidate a tour of the office, offer a tour of the county or in other ways “recruit” and help the candidate become better acquainted with your county program.
• The CED takes leadership in seeing that the interview materials are shared and for arranging the location, room set-up, etc. for the interviews.
• The RD usually facilitates the interview process and meets with the committee for approximately 30 minutes before the interview to explain the process.

**Hiring all other positions**

• Follow the step by step procedures in the Hiring Procedures Checklist.
• The county Extension director (CED) is responsible, in collaboration with appropriate educators and staff in the unit, to hire individuals for Extension support positions such as program assistants, program coordinators, and office assistants and associates. All positions are employees of The Ohio State University, regardless of funding sources.

**Timeline**

• The employment process can often take a month or more to complete. It should not be rushed or forced because selecting employees has an important impact on the work environment.

**Writing the Position description**

• A review of the job duties and responsibilities is essential to determine workload and time commitments. The individual leaving the position may offer useful information. Members of the staff should have opportunity for input also.

**Screening & Interviewing**

• The CED is responsible for screening the applications and determining which applicants to interview.
• Involve more than one interviewer in the process.
• You may want to offer each candidate a tour of the office, etc. to help them become acquainted with the job and work environment.