

DEPARTMENT OF ADMINISTRATIVE SERVICES
CENTRAL SERVICE AGENCY
HIRING PROCESS- CSA

[LEGAL AUTHORITY: Section 125.22 O.R.C. (A) through (F)]

Before posting a position, several components need to be completed. The Executive Director (ED) for the Board and Commission (B&C) that is seeking to fill a position shall consult with CSA (HR and fiscal) to determine whether or not the Board or Commission's budget can afford the position.

1) Position Description:

- Each board/commission (B&C) should maintain a copy of each employee's position description (PD).
- Review the position description. If the duties of the position are outdated or not accurate, then CSA will work with the B&C to get the duties up-to-date and in the correct format.
- Once the duties are updated, then CSA will submit the completed PD to DAS/HRD for approval.
- Once the approval has been completed, CSA will send the finalized PD to the ED.

2) Interview Questions:

- Interview questions should be written before the position is posted.
- Interview questions should be identified and written based on the essential duties of the position.
- Each interview question should have a weighted or scored answer (in some instances such as BU positions a job analysis may need to be performed). There are different types of scored and weighted answers – this will be determined based on the position being posted.

3) Posting the Position:

- Once the PD has been updated, the budget has been confirmed and the interview questions have been written and scored, then the job can be posted. CSA will post the position through NeoGov (the length of time will depend on whether or not it is an exempt or bargaining unit position, if it is classified or unclassified). As a general rule the position will be posted for 10 consecutive days.
- It is recommended that supplemental questions be identified and determined to help filter candidates. Supplemental questions are questions that target certain essential duties in the position that are most important and imperative to that position that the board or commission would prefer for the candidate to have. This could even be determined by law. For

example, an inspector may have to have to been licensed for at least 5 years based on the classification specification, so if we ask the question "Have you been licensed 5 or more years?" this will filter out applicants who do not meet the minimum qualifications for the position.

- Once the posting has expired, CSA will filter and down load the applications
- Based on the preference of the ED, CSA can either forward all applicants to the B&C for review or CSA can review the applicants and only send only the ones that meet minimum qualifications

4) Interviews:

- Once the applicants have been identified, CSA will work with the interview panel to schedule the interviews
- A HR representative from CSA and 1 to 2 representatives (exempt) from the board/commission will conduct a formal structured interview with the applicant.
- A structured interview format will be used in most cases.
- The structured interview format includes instructions on the front page for each interview sheet. This will help remind the interviewers that the interview is structured and remind them not to ask any questions that are not permissible under ADA or EEO and that could be perceived as discriminatory
- Once we begin the interview, we cannot guide the interviewee at any point in time to ensure fairness of applicants
- Once the interview is complete, the panel will score the interviewee based on a weighted answer score that was pre-determined prior to the interviews being scheduled. The weighted scores will consist of "best" answer, "good" answer, "acceptable" answer and some would include a "non-acceptable" or no score. Some weighted scores may include the "best answer" with a single score; this would be used mainly for exempt employees.
- Once the interview is over, then the panel will discuss and determine the scores accordingly.
- This process will happen for each candidate. Once the interviews are conducted in their entirety, the commission will discuss a final candidate or decide to proceed with second interviews.
- Second interviews are not as structured and questions may be asked according to the candidates' specific qualifications.
- After a selection has been made, CSA will maintain all interview documents.

5) Final Selection:

- Once the final candidate has been determined, CSA will work with the B&C to obtain employment references.
- CSA and/or the B&C will notify the final candidate of selection.
- CSA will process the Personnel Action (PA) and submit the request to the Governor's Office (if applicable).
- CSA will work with the B&C to obtain background checks and drug tests (if applicable).
- CSA will provide pre-hire and employment paperwork to the selected candidate and work with the B&C and the selected candidate to begin employment.

Orvell Johns

Orvell Johns, Administrator

2/19/13

Date

Light DAS Chief Financial Officer

Reviewer

Title

2/19/13

Date

Moussa Walter DAS HR Administrator

Reviewer

Title

2/19/13

Date