

PHYSICS HIRING DOCUMENTS AND PROCESSING TIMELINES

The table below assumes budget/funding and position description have been pre-approved.

Hire requests that include Visas require the [BSC Visa Form](#), additionally J-1 Visa hires require the [J-1 English Verification Form](#).

Position	Approvals	Job Posting	Job Application	Documents	Background Check	Timeline to Submit
Faculty	BOT, Chair, College, OAA	Yes	Yes	Offer letter, CV	Yes	12+ month prior to expected start date
Regular Staff	Chair, College, Supervisor	Yes	Yes	PAR, Resume	Yes	6 Weeks prior to expected start date
Term/Temporary Staff – Paid	Supervisor, Business Manager, College	Varies	Yes	PAR, CV/Resume	Yes	3 Weeks prior to expected start date (if posting job, see Regular Staff)
Temporary Staff and Visitors - Unpaid	Supervisor, Business Manager, College	No	Yes	PAR, CV/Resume	Yes	3 Weeks prior to expected start date
Graduate Students	Graduate School, Graduate Office, Business Manager, College	No	No	GA Contract, PAR	No	9 Months prior to semester start date
Undergraduate Students	Supervisor, Business Manager, College	No	No	PAR & ASC Student Offer Form, and, if applicable FWS Job Referral Form	No	12 Business Days prior to start date per ASC hiring guidelines

Resources:

- ASC Hiring 10-Days Memo copy located on shared drive: Z:\Admin Fac\HR_Admns info\Policy Updates\2015
- Physics forms (PAR) and DocuSign Student Hire Outlook Templates can be located on shared drive: Z:\Admin Fac\HR_Admns info\HR Forms
- ASC Student offer form can be found here: <http://ascbsc.osu.edu/forms>, under Offer Letter Templates Y:\Mallory\Doc. In Process

Processing Steps:

To Request Hires (non-student): Submit all required and completed documents to Physics HR per hiring timeline above. Physics HR will send candidate an email including an application link and additional information. Admin and the supervisor/PI will be copied on the email to be kept in the loop.

To Request Student Hires: Admin is to coordinate and send ASC Student Offer Form in DocuSign to student candidate and send DocuSign Outlook template to student by email. If DocuSign not signed by student within 1-2 days send reminder email. All student hire documents should be sent to an OSU email address as of 09/14/15. Admin is to prepare, sign, and collect appropriate signatures on PAR for processing. Submit both signed ASC Student Offer Form and signed PAR to Physics HR for processing; hires submitted in pieces will not be tracked by HRP; please submit completed requested.

12 Business Days is a Physics hiring guideline, to help the department meet the 10 Business Day college policy.