Process to Hire a Student

1) Complete “Hire a Student Form 1: Position Selection” and send to Jenna Richey at richey.154@osu.edu. The position will be reviewed by the Director of Administration and/or the Grants and Contracts Specialist for budget availability and business purpose.
   a. Contact Brittany Miller at miller.5385@osu.edu with questions concerning recruitment strategies.

2) Once you receive a Docusign email that the position is approved, you may begin the recruitment process.
   a. Collect and review applications. If desired, work with Jenna Richey to create scoring criteria.
   b. Conduct interviews. At a minimum, review the “Legal Do’s and Don’ts” before interviewing.
   c. Check references if desired, and then select a final candidate.

3) Make a verbal offer to the candidate.

4) Complete “Hire a Student Form 2: Student Information.” Jenna Richey will create a letter of offer and send it to the student. You will be notified via Docusign when the student has signed. Please allow 3 weeks from this submission to the desired start date for paperwork to process.

5) Send the candidate the New Student Employee Checklist. The candidate will work with the Service Center to complete any necessary background checks or legal paperwork.

6) When all requirements have been met, the Service Center will notify both the supervisor and the candidate and the candidate may begin working. Please be aware that no work or volunteer activities may be completed by the candidate until this “all clear” is given.

7) The student may begin working.
   a. Provide the New Student Employee Orientation PPT and review unit-specific policies and procedures.
   b. Email Glenn-Help@osu.edu with any IT needs.

Please see How to Hire and Supervise an Hourly Student for more detailed information.

Please contact Jenna Richey at richey.154@osu.edu with any questions.