

Pre-Hire

Supervisor

Phone interview
↓
Interview

Review
Position
Description

References
2-4
using standard

Confirm
Start

Verify
Nursing
license
CPR
Certification

Application-
request
completed
to
HR

Sign
reference
content

Verbal
job offer

Health Commissioner

Explain
Finger prints

Finger prints
verify

Acceptance
Letter/job
offer

Prepare
packet of
fiscal forms
to be
for new hire

Post-Offer Prior to Start

Supervisor

Human Resources

Fiscal

Other

[Purple sticky notes]

Certificate of Appointment, W-4, 17-A, School District Form, I-9 Form, OPERS Form, SSA-1945 Form, Direct Deposit Form, Health Insurance Application and Election, Life Insurance, Notice of Receipt of Colic, Policy Review (County), Ohio Ethics Law, Deferred Compensation

Julie

Payroll forms
to new hire
mail or
hand deliver

Who
infants
are to complete?

EK Request
Complete
Use
Form
to
EH

Complete
P.O. for
Fingerprinting

Confirm
Appointment

Schedule
Preparation

Access
for

HR?