

NON-BOC Department Hiring Procedures

1. The hiring department forwards the county HR Generalist a copy of the contingent offer letter containing a tentative start date, the applicable job description, and the following personal information for the selected candidate:
 - first and last name
 - date of birth
 - social security number
 - title
 - telephone number
2. If the candidate is required to complete a Motor Vehicle Report (MVR) due to the position requirements as noted on the job description, the department will forward the county HR Generalist the [SAMBA Driver List Upload Template](#) with the following information:
 - state license was issued
 - driver license number
 - first/middle/last name
 - date of birth
 - gender
3. If the candidate is required to complete a background check in accordance with the applicable job description, the department will contact JFS to complete the fingerprinting process at Laura.Kollar@jfs.ohio.gov and Wilma.Rodman@jfs.ohio.gov (*unless the hiring department has made different arrangements to complete the fingerprinting process*).
4. The county HR Generalist will complete the drug screen authorization form and send the form electronically to University Hospital (UH) – Streetsboro.
 - If the candidate is required to complete a physical, the hiring department must note this in the offer letter. A required physical must be in accordance with the applicable job description. The county HR Generalist will notify UH that the candidate is required to complete a physical when submitting the drug screen authorization form.

5. Once the drug screen authorization form has been forwarded to UH, the county HR Generalist will contact the hiring department via email to notify them that the candidate is able to complete the drug screen at any time within UH business hours.
6. The hiring department is responsible for reaching out to the candidate to inform them to report for their drug screen within two (2) business days. The hiring department will provide the candidate with the [Pre-Employment Drug Screen Instruction Sheet](#).
 - If a pre-employment physical is required, the candidate will need to call UH at (330) 297-2385 to schedule a physical appointment (physicals cannot be completed as a walk-in service).
7. The county HR Generalist will notify the hiring department of the results for all required pre-employment screenings via email.
8. Based on the results of all the candidate's required pre-employment screenings, the hiring department will either contact the candidate to either extend the final job offer and confirm the start date or notify the candidate that the job offer is rescinded.
9. Once the final job offer has been extended and the start date has been confirmed, the hiring department will direct the candidate to report to the Administration Building at 8am on their first day to complete new hire orientation with the HR Department. The candidate will need to bring the following items:
 - A voided check (If candidate elects to participate in Direct Deposit)
 - Two pieces of [documentation](#) to complete I-9 form (passport, driver's license, state issued photo ID, social security card, birth certificate, etc.)
 - The social security number(s) of any dependent that you would like to add to your benefits package (applies to full-time employees only).
10. The county HR Generalist will send a hard copy of the candidate's completed [payroll paperwork](#) to the hiring department via inter-office mail. Documentation of the results for all completed pre-employment screenings will be included.

11. The county HR Generalist will submit the original completed payroll forms to the payroll department for processing.
12. The hiring department will electronically forward the county HR Generalist a head shot of the new hire, along with either a completed [Building Access Authorization Form](#) or a [Photo Badge ID Only Form](#) (if applicable). The county HR Generalist will send the completed badge to the hiring department via interoffice mail.
13. Departments located within the Administration Building will submit a completed [Portage County Employee Vehicle Information Form](#) to the county HR Generalist to request an assigned parking spot. The county HR Generalist will notify the hiring department of the new employee's assigned number once the spot is assigned via email.
14. If the new employee needs an assigned parking space for Riddle block or gate access for Spruce Street, forward the Portage County Employee Vehicle Information Form to the county HR Generalist. The county HR Generalist will notify the hiring department of the new employee's assigned number once the spot is assigned via email.

Policies Attached for Reference

Portage County Board of Commissioners Personnel Policy Manual:

- [Drug and Alcohol Policy](#)
- [Driver Eligibility Standards](#)