

## Checklist for Employee Separating Employment

- Receive written, signed resignation. Include nature and date of resignation. (Date stamp)
- Accept resignation (BCC Depts – Personnel Action required - copy returned journal entry with PA to personnel file and employee)
- Email separation date to [employeeexit@woodcountyohio.gov](mailto:employeeexit@woodcountyohio.gov) (Bldg Access, Computer/Phone, CodeRed, etc. )
- Review Position Description to consider any changes and if position is truly needed to fill
- Request to post, if applicable – (see Checklist for New Hire)
- Schedule exit interview to complete paperwork and turn in equipment
- Advise Insurance Group Rep. of termination date – Submit ACA Compliance Report
- Evaluate security needs: passwords, computers, etc.
- Records Retention discussion for separating employee
- Check sick leave, vacation and comp balances since last sign-off
- BCC Depts - Prepare PA to amend ending balances
- Complete Request for Payout Form
- Report termination on final payroll and pay balances (if applicable)
- Close out employee personnel file – review to make sure all documents are filed

## Checklist For New Hire

- Review Position Description, rate, and entrance requirements
- BCC Depts - Prepare PA to post vacant position (Refer to union contract if applicable)
  - Entry level – outside = 10 days
  - Above entry – inside = 5 days; (can combine with 10 days outside)
- Notify Personnel Coordinator to add vacancy to website and digital display
- Double check that *all* applications are signed and notarized.
- At end of posting insert applications into date base
- Copy applications for department head's review; select applicants for interviews; make sure applicants meet entrance requirements.
- Select interview team of 3: 1 inside dept.; 1 management inside dept; 1 outside from HR
- Schedule room for interviews
- Prepare draft questions and skills assessment (Review interview questions for potential liability)
- Schedule interviews (send letters if necessary)
- Make three sets of the interview packets: applications, questions and score sheets, organizational chart and Position Description/pay scale, and skills assessment (if applicable)
- Summarize score sheets in one page document (collect all paperwork for records retention)
- Perform personal reference and previous employment background check (including other County departments or public employment)
- Call potential employee to inquire if still interested at rate pending BCC approval – get start date -- schedule BCII check at Sheriff's Office
- Perform driving check; Email form to insurance carrier. Contact BCC for assistance
- Prepare PA to hire, rate, probation period, copy department head and employee, personnel file  
Submit ACA Compliance Report
- Print/Start Departmental New Employee Checklist (Includes HR & Insurance Orientation)
- Contact employee upon approval to confirm appointment. – Verify I-9 Documentation for 1<sup>st</sup> day
- Start personnel file, assign payroll number, and start attendance roster
- Send letters to non-selected applicants
- Make sure all paperwork is returned (review checklists)
- Enter into payroll system (department and auditors)
- Copy all forms for Personnel file (send originals to Auditors with copy of PA, other forms to appropriate depts.)
- Mark end of probationary period on calendar