

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 (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 1st 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