

THE APPLICATION PROCESS

SOURCE: OHIO EPA ADMINISTRATION & OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 17

CONTACT: OFFICE OF EMPLOYEE SERVICES

Application Process Policy:

1. To find notice of vacant positions (postings) at Ohio EPA, see <http://www.epa.state.oh.us/>. Vacant position can be found by searching under the [Jobs](#) link on the left side of the home page. This link will take users to the Ohio Hiring Management System (OHMS)
2. To apply for a position, complete an Ohio Civil Service Application or submit a resume for each position applied for. Photocopies and faxes are accepted.
3. Under the “Print Job Information/Apply” link on each posting, instructions for applying online are available.
4. Applications must be received by 5:00 p.m. on the deadline date. Ohio EPA does not accept a U.S. postmark as meeting deadline dates.
5. When applying by fax or mail, provide the following information under the section titled Vacant Position:
 - Job Title
 - Agency
 - Position Number
 - Deadline Date
6. Employment consideration will be granted only to applicants who
 - clearly indicate how they meet the minimum qualifications and
 - are able to provide documentation of eligibility to work in the United States.
7. Specific courses and experience related to the position are important in determining qualifications.

8. The Office of Employee Services (OES) receives and screens all applications at

Ohio Environmental Protection Agency
Office of Employee Services
Lazarus Government Center
P.O. Box 1049
Columbus, OH 43216-1049

9. Selected applicants will be interviewed by the supervisor of the vacancy, who will recommend a candidate.
10. OES verifies selection, does reference checks, and notifies candidates of the selection.
11. Offers of employment will be extended only on Mondays, Tuesdays, and Wednesdays. Offers may be verbal or e-mail.
12. Candidates have 48 hours to accept or decline a position from the time employment is offered. Offers not accepted during this time may be rescinded.
13. After a candidate accepts a position, and his/her paperwork has been approved, the Vacancy Status page will be changed on the Agency's website.
14. Appointments are effective on the first work day of the pay period that allows candidates enough time to give a two-week notice to their current employer.
15. The employment of new employees and inter-agency transfers will be terminated if they do not successfully complete their probationary period.

11/09