

**Old Dominion University**  
**Department of Human Resources**  
**Direct Hire Process**

Employment of hourly employees must be fully supported by the timely completion of all employment paperwork. This includes hourly employees who are hired through recruitments as well as “direct hires.”

The direct hire process provides a means for departments to employ part-time wage (hourly) staff, without a recruitment, when an employee is needed to meet seasonal or temporary workload needs for short-term projects, as interim replacements or to perform jobs that do not require a classified employee.

Process:

- Hiring supervisor **has candidate complete a state application for employment** and interviews candidate.
  - Go to [http://www.odu.edu/content/dam/odu/offices/human-resources/docs/directhire\\_app.pdf](http://www.odu.edu/content/dam/odu/offices/human-resources/docs/directhire_app.pdf) and complete the application then print it out and sign it.
- If this is a viable candidate for the job, hiring supervisor conducts two job-related reference checks (employee’s current and/or former supervisors – NOT a personal reference), by **completing a Reference Report**
  - Reference report form located at <https://www.odu.edu/content/dam/odu/offices/human-resources/docs/referencereport.pdf>
- If reference check is satisfactory, hiring supervisor completes an E1 form (leaving begin date blank), prepares a direct hire memo (sample attached) and sends it to Human Resources along with the signed application.
- **Hiring supervisor must determine whether the candidate will need Visa sponsorship.**
  - **If the candidate needs Visa sponsorship, please include this information in the memo and contact the Office of Visa & Immigration Service Advising (VISA) for further guidance.**
  - **Therefore, the effective date should be at least 6 to 8 weeks out which gives VISA time to process necessary forms to establish when a candidate would be cleared to begin working on campus.**
- Human Resources will review the application and position description to determine whether this candidate is minimally qualified.
  - If the candidate is qualified for the position, the Recruitment & Employment Assistant will notify the candidate to come in to complete a criminal background form.

- Once the background results have returned and are satisfactory, the hiring supervisor will be contacted to make the job offer. Please allow **five business days before** the employee's first workday.
  - This will allow the Recruitment & Employment Assistant time to set-up an onboarding account.
- If the position has been accepted, the Recruitment & Employment Assistant will send the candidate a hire letter and notification to complete the employment paperwork in the onboarding portal.
- No person can begin work until **approved by** Human Resources and all documents have been submitted.

## S A M P L E M E M O

TO: Pamela Harris  
Recruitment & Employment Manager

FROM: Name  
Title

DATE:

SUBJECT: Direct Hire

Under the direct hire policy, please appoint **(name)** to **(position number, position title)** at the hourly rate of **(amount)**.

Please provide justification regarding the candidate as it relates to the following factors:

- relevant work experience & education & previous performance
- relevant knowledge, skills, abilities and competencies
- relevant training, certification, license, etc.
- provide justification regarding hourly rate more than the minimum of the pay band (if applicable)
- internal salary alignment (How will proposed salary compare to salaries of other employees in the dept.? Will there be an equity issue?)

**This candidate will need visa sponsorship and I have contacted the VISA Office for further guidance.**

**I understand that the proposed employee CANNOT begin work until the results of the criminal history check, completion of the I-9 and all other employment forms have been received/approved by Human Resources.**