

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 wage (hourly) staff, without a recruitment, when an employee is needed to meet seasonal or temporary workload needs for ~~short~~ <sup>short</sup> projects, as interim replacements or to perform jobs that do not require a classified employee.

Process:

- x Hiring supervisor has candidate complete a state application for employment and interviews candidate
  - o 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.
- x 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
  - o Reference report form located at <https://www.odu.edu/content/dam/odu/offices/human-resources/docs/referencereport.pdf>
- x 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.
- x Hiring supervisor must determine whether the candidate will need Visa sponsorship.
  - o If the candidate needs Visa sponsorsh

