

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

AGOH-HRO

9 February 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hiring Training Guidance

1. The efficient hiring of fulltime employees and the proper conduct of interview boards are important to the continued success of the Ohio National Guard. This memorandum serves to outline my expectations for the training of interview board members.
2. The Hiring Training class addresses the process of hiring technician employees from the point when a vacancy is identified to the point it is filled. Understanding the fundamentals of the hiring process is essential for employees engaged in hiring activities. The course content addresses the hiring process accordingly.
3. This class is offered on a quarterly basis and conducted at the Joint Force Headquarters in Columbus, Ohio. My intent is for the composition of each interview board to include at least one member who has attended the Hiring Training class by the end of FY10. The Human Resource Office is responsible for monitoring compliance with this requirement. Ideally, each board president will receive this training.
4. The Hiring Training class will be held in the HRO Classroom, Room C201, located on the balcony above the drill floor. Employees requesting registration to attend this course should forward a request, with their full-time supervisor's endorsement, to AGOH-HRO-TN-ED. **The following information is needed for registration: Full Name, Rank, SSN, email address, phone number, and job status (AGR or technician).** Email registration requests are acceptable. Requests for attendance will be closed-out when the course is filled, **but no later than the first day of the month of each class.**
5. The class dates are as follows:
 - 15 April 2010
 - 15 July 2010
 - 14 October 2010
6. Please contact 1LT Daryl Scott, Labor Relations Specialist, (614) 336-7049, DSN 346-7049 or email daryl.scott@us.army.mil if you have questions.


GREGORY L. WAYT
Major General
The Adjutant General

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