

State of Ohio
Pre-Hire Review

1. All significant educational accomplishments checked and found to be satisfactory.
 Yes No
2. Previous employment and other references checked and found to be satisfactory.
 Yes No (If no, attach explanation)
3. Computer Check/Personnel File
 No record on file.
 State personnel file reviewed and inquiries made with previous employing agency(ies).
 No evidence of unsatisfactory state employment.
 All notations of disciplinary actions reviewed with disciplining agency:
 Explanation satisfactory
 Explanation unsatisfactory
4. Drug-Free Workplace
 Not applicable
_____ Date test taken
_____ Date results received
5. Background Investigation
_____ Date submitted to Highway Safety
6. Nepotism
 Applicant has completed Supplemental Nepotism Statement.
 Information on Supplemental Nepotism Statement has been reviewed:
 There is no conflict of interest.
 There is a conflict of interest.
7. Candidate selected was among the most qualified.
 Interview packet is on file in my agency's human resources office detailing all final candidates considered and the results of such considerations.

I certify that all of the above-listed information has been checked. This applicant will start employment on

Human Resources Officer Signature	Date
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