**Recruiting System User Guide**

**Instructions for Users of the Online Recruiting System**

**(Initiators, Reviewers, and Search Committee Members)**

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**Helpful Tips**

* Access the system at <https://jobs.oregonstate.edu/hr>
* As you work through a position description action, help text can be accessed for most data fields by clicking on the blue hyperlink in the data field itself.
* If your session is inactive for more than 60 minutes, the system will time itself out. Information that has not been saved will be lost. Make sure you save you work!

**Additional Resources**

[**Applicant Disposition Worksheet**](http://oregonstate.edu/admin/hristeam/Search-Committee-Applicant-Disposition-Worksheet.xlsx) *(.xlsx file)*

[**Applicant’s View of Posting**](http://hr.oregonstate.edu/files/jobs/ApplView-API.pdf) *(.pdf file)*

[**OUS Class Specifications**](https://secure.ous.edu/dept/hr/classification-specs)*(website)*

[**Sample Position Descriptions**](http://hr.oregonstate.edu/jobs/oeshtxt/006) *(website)*

[**Search Excellence**](http://hr.oregonstate.edu/search-excellence) *(website)*

**Document Summary**

This document will assist Initiators, Reviewers, and Search Committee Members in completion of the recruitment and selection processes for unclassified faculty, classified staff, academic wage and temporary staff at Oregon State University. It will also assist in establishing new and updating existing position descriptions (non-fill actions) in the online system.

This document outlines the process to follow in order to effectively conduct a search resulting in an offer of employment. Becoming familiar with the information outlined in this document will benefit you in achieving an effective and efficient search outcome.

Before beginning a search, all parties to the recruitment and selection processes must understand and be prepared to carry out the University’s policies, procedures, and practices that govern recruitment and selection of new employees. This information is available in the Search Excellence: Recruitment and Selection Resources document located on the Employment Services section of the Office of Human Resources Web site at <http://hr.oregonstate.edu/search-excellence>.

This document will also assist in completion of temporary appointments (Academic Wage and Temporary Staff).

**Establishing or Updating Positions**

Use this guide to assist in establishing new or updating existing position descriptions (non-fill actions) in the online system.



**IMPORTANT:**

* **Business center HR staff members are available to assist you in both an advisory and transactional role throughout the process.**
* **The Office of Human Resources is responsible for assessment activities following a recruitment process and assisting the business center HR staff in an advisory capacity.**
* **The Office of Equity (OEI) and Inclusion is charged and committed to eliminating barriers that may inhibit individuals from attaining equal access to employment opportunities, education, programs and services. OEI is responsible for reviewing requests for non-competitive appointments (waivers of search) and assessing applicant tracking documentation following a competitive recruitment process.**

**NOTE TO INITIATOR OF ACTIONS:**

**Before you begin, make sure you obtain permission from your Dean, Vice President, Vice Provost, or his/her designee before submitting a position description action to your business center. Submission of an action “implies” that you have permission from your approval source to proceed on their behalf.**

**System Definitions and User Roles**

**Action**

When you begin a new action in the system, you are initiating the creation or modification of a position description. If you intend to fill the position through a competitive or non-competitive search, you will begin by selecting one of the “fill” actions. When you save an action for the very first time, the system automatically assigns the action an action number.

**Hiring Proposal**

After acceptance of a written offer, your business center HR staff will complete a Hiring Proposal to “seat” the selected applicant to the position.

**Initiator**

This role initiates and submits actions in the online recruiting system.

**Posting**

When you submit a “fill” action through the system, once the position description is approved by your business center HR staff, they will create a “posting” from the position description. Once your business center HR staff creates a posting and saves it for the first time, the system automatically assigns the posting a posting number. Always reference the posting number when discussing fill actions – right up to and including the time you request appointment to a position.

**Reviewer**

This role is responsible for reviewing actions in the online recruiting system at the request of the Initiator before submission to the business center HR staff. The Reviewer can make comments in the system on the Comments tab of an action, but cannot edit the contents of an action. Use of the Reviewer role is optional, depending on your department’s internal procedures regarding review and submission of actions to your business center.

**Search Committee**

The Search Committee is responsible for managing the recruitment and selection processes according to university policy, guidelines, and best practices. See “[Roles in the Recruitment and Selection Process](#Roles).”

**Roles in the Recruitment and Selection Processes**

**Hiring Manager**

* Completes a position analysis for a vacant position to determine the essential functions of the position.
* Selects search committee members with subject matter expertise or experience, diverse perspectives, integrity, independent views, good judgment, strong group skills, open-mindedness, and commitment to the university’s standard of promoting and enhancing diversity. Appoints an Affirmative Action Search Advocate (AASA) per their department guidelines as part of the search committee.
* Meets with the full search committee and formally “charges” them with the responsibility to participate in the development of the position (including development of the position description). Identifies the search “timeline” for the committee’s work, and with the committee collaboratively develops a “search plan” that includes personal outreach to produce a diverse pool of qualified applicants. The hiring official is responsible for describing the vision, priorities, focus, and considerations to be adopted throughout the search process, and for introducing the AASA to the committee.
* Reviews screening results, as needed - especially if there is concern about some aspects of the screening process or lack of diversity in the finalist pool.
* Interviews applicants (at their discretion) at the end of the campus visit to answer any questions and describe the next steps in the search process.
* Selects the appointee based on the available information (including application, interview results, reference checks, and the search committee’s written discussion of each applicant’s strengths and weaknesses), or makes a decision to reopen the search.

**Unclassified Appointments Only**: Negotiates a verbal offer with the proposed appointee, including terms of employment such as salary, start date, start-up package (applies to some academic faculty positions), moving expenses, etc. Secures approval of offer from their business center HR Manager prior to finalizing the offer and presents the offer to the appointee.

**Hiring managers MUST obtain permission from their business center human resources manager prior to making any offer of employment for a classified position (including verbal offers).**

* Announces the appointment, and creates a comprehensive plan to orient the new employee to the university, college, and department/unit.
* Maintains strict confidentiality throughout the search process (includes, but not limited to applicants names, qualifications, personal demographic information, and committee discussions regarding applicants).
* Gathers ALL record related to a search, including committee notes, applicant evaluations, etc. Retain according to regulations governing record-keeping associated with a search (currently 3 years from date of hire).

**Management/Retention of Recruitment and Selection Documents:** Documents related to the recruitment and selection process must remain confidential and only shared with the search committee chair, committee members, and the search administrator (person managing the administrative functions of the process). The HIRING MANAGER is responsible for gathering ALL documents related to the search process, including committee notes, evaluations, and recommendations. Documents must be retained at the department level for three (3) years after the date of appointment, and then destroyed.

**Search Administrator (Support) – Initiator or Business Center HR Staff**

* Ensures strict confidentiality about applicants including their status in the search and their personal demographic information.
* Compiles applicant demographic information and provides reports to the search chair at each stage of the screening process. Applicant demographic information (race/ethnicity, gender, and qualified veteran status) is collected in an effort to build and support our affirmative action plan. In order to use this information appropriately, OSU is committed to maintaining individual applicant demographic information confidential and separate from applicant files. Sharing demographic information only with the search committee chair to evaluate the success of recruitment efforts, and to assess potential exclusionary effect at each stage of the screening process.
* Performs other administrative support tasks that may include, but are not limited to placing approved ads and announcements, managing the status of applicants in the online system, scheduling meetings and interviews, and making travel/lodging arrangements.
* If instructed by the hiring manager, enters the appropriate position description “action” into the *Online PD and Recruiting System* at Web site: <http://jobs.oregonstate.edu/hr>.

**Search Committee Chair**

Establishes favorable search practices that will:

* Involve the search committee members in active recruitment and personal outreach to a diverse group of potential applicants.
* Encourage search committee members to recognize and avoid unintentional bias.
* Provide each applicant with full consideration in order to maintain equal opportunity and fairness throughout the process.
* Conform to regulations governing record-keeping associated with a search.

Directs the affirmative action efforts of the search by:

* Working collaboratively with the Affirmative Action Search Advocate (AASA), if appointed to the search.
* Obtaining applicant demographic information (race/ethnicity, gender, and qualified veteran status) from the search administrator in an effort to build and support our affirmative action plan. (In order to use this information appropriately, OSU is committed to maintaining individual applicant demographic information confidential and separate from applicant files. Demographic information is shared only with the search committee chair to evaluate the success of recruitment efforts, and to assess potential exclusionary effect at each stage of the screening process.)
* **Monitoring the demographics of the pool by requesting demographic summary information from the search administrator or business center HR staff at each stage of the screening process.**
* Identifying any groups screened out of the search process at a disproportionate rate, reviewing their applications and determining when to have the search committee revisit a particular screening stage to evaluate application of criteria that produce such impacts.
* Acting affirmatively to advance women, people of color, and qualified veteran applicants at each stage of the screening process, especially to the interview stage, unless there is no reasonable chance for their success.
* Increasing good faith affirmative action efforts at every stage of the process when underrepresentation of women and people of color is present. These efforts include, but are not limited to: early review of qualifications and screening criteria, targeted recruiting; personal outreach; inclusive screening; and monitoring outcomes to assess and modify the current course of action, as necessary.
* Manages timely communication with applicants, search administrator, the hiring manager, stakeholders, and their business center human resources staff.
* Maintains strict confidentiality throughout the search process (includes, but not limited to applicants names, qualifications, personal demographic information, and committee discussions regarding applicants).
* Communicates with applicants throughout the search process to inform them of their status in the search.
* Serves as liaison between the search committee and the hiring manager. Consults with their business center human resources staff for guidance throughout the search process.
* Calls and chairs committee meetings. Ensures the committee “charge” is carried out.
* Collects all documents related to the search, including the notes, applicant evaluations, copies of letters to applicants, etc., and forwards them to the hiring manager where they must be maintained for three years from the date of hire.

**Search Committee Member**

Makes a commitment to participate in all aspects of the search process by:

* Evaluating the position and assisting with the development of the position description (highly recommended).
* Participating in active personal outreach to a diverse group of potential applicants.
* Recognizing and avoiding unintentional bias throughout the screening process. Provide each applicant full consideration in order to maintain equal opportunity and fairness throughout the search process. Act affirmatively to advance women, people of color, and qualified veteran applicants at each stage of the screening process, especially to the interview stage, unless there is no reasonable chance for their success.
* Increasing affirmative inclusionary efforts at every stage of the process when women or people of color are underrepresented in the job group.
* Providing a fair and equitable assessment of each applicant’s skills, knowledge and abilities to perform the functions of the job.
* Considering whether or not each applicant has “transferable” skills; those that might be used to meet minimum qualifications, in an effort to avoid unnecessary exclusion from further consideration.
* Reconsidering applicants who have been screened out of the process, as requested by the search committee chair.
* Providing an in-depth evaluation of each finalist’s strengths and weaknesses as part of the recommendation to the hiring manager.
* Understanding and participating in the agreed upon recruitment activities, strategies, and timelines.
* Conforming to regulations governing record-keeping associated with a search.

Maintains strict confidentiality throughout the search process (includes, but not limited to applicants names, qualifications, personal demographic information, and committee discussions regarding applicants).

**Search Advocate**

Search advocates engage with search committees throughout the search and selection process, beginning with position development, and continuing through the hiring decision and integration of the new faculty or staff member into the organization. At every stage, they serve as consultant/participants, advocating for the search process and helping committees identify practices that minimize the effects of unconscious, unintentional biases. For more information visit: <http://oregonstate.edu/oei/search-advocate>

**UPDATED Oregon State University Competitive Search Requirements**

**Background**: Oregon State University (OSU) has a long-established practice of filling the majority of employment openings by conducting open/competitive recruitments, and filling a small subset of employment openings through the use of non-competitive hires (e.g. temporary staff appointments, academic wage appointments, or approved waivers of unclassified search).

**Change in practice**: Federal law now requires that OSU list every employment opening with the state Employment Service Delivery System (ESDS) unless one or more of the following criteria are met:

* Position will last **three days or less**; or
* Position is **executive or senior management1**; or
* Position will be **filled from within** the organization.

This requirement necessitates an immediate change in our established practice, since it applies to all full-time, part-time, and temporary openings (whether faculty or staff). Positions that do not meet these criteria must now be posted to OSU’s online application system and filled competitively.

The attached flowcharts are for use in evaluating the federal criteria and OSU guidelines to decide whether a non-competitive hire may be considered for unclassified regular or temporary/academic wage positions and for temporary staff positions. Classified staff positions are already filled competitively except per provisions of the collective bargaining agreement. If a non-competitive hire is allowable under these guidelines, the hiring unit submits the request to the Business Center for review and approval; if a [waiver of unclassified search](http://oregonstate.edu/oei/policy-and-procedures-waiver-regular-search-process) is needed, the request must also be approved by the Office of Equity and Inclusion, or the Senior Vice Provost for Academic Affairs (for Provost’s Initiative dual-career hires). The criteria and review process for proposals that reach this stage remain unchanged.

**Reasons for change**: Congress established this affirmative requirement so that US service veterans and disabled veterans have opportunities to secure meaningful civilian employment once their military service is complete. By establishing a minimum broadcast recruitment threshold, this change also supports OSU’s goal to enhance the excellence and diversity of our workforce.

**Questions:** Please contact your Business Center, or Anne Gillies, Affirmative Action Associate in the Office of Equity and Inclusion (anne.gillies@oregonstate.edu or 541-737-0865), or Robbin Sim, Employment Program Manager in the Office of Human Resources (robbin.sim@oregonstate.edu or 541-737-3203) with any questions about this update or the flowcharts.

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*1Executive or senior management* means any employee

1. who is compensated on a salary basis at a rate of not less than $455 per week exclusive of board, lodging, or other facilities;
2. whose primary duty is management of the enterprise in which the employee is employed or of a customarily recognized department or subdivision thereof;
3. who customarily and regularly directs the work of two or more other employees; and
4. who has authority to hire or fire other employees or whose suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees are given particular weight.

41 C.F.R. § 300.5 (2013)

**Unclassified Flowchart – Determining whether a non-competitive hire may be requested**

YES

S

NO

NO

**Non-competitive appointment is an option – work with Business Center to fill position**

Will appointment last longer than 3 days?

Is this an executive-level position?

Will the position be filled internally? 1

Does the position already exist?

YES

YES

NO

**External competitive search IS REQUIRED – work with business center to fill position.**

YES

NO

YES

Would you create and fill this position if the proposed appointee were not available? 2

NO

**Non-competitive appointment may be an option– work with Business Center to fill position; if a** [**waiver of search**](http://oregonstate.edu/oei/policy-and-procedures-waiver-regular-search-process) **is needed, work with the Senior VP for Academic Affairs (for Provost’s Initiative dual-career hire) or with the Office of Equity and Inclusion (for other waivers)**

**Classified Staff – No Flowchart**

Classified staff positions are filled competitively, either through external or internal search. Exceptions are identified as provisions of the collective bargaining agreement.

**Temporary Staff Flowchart – Determining whether a non-competitive hire may be requested\***

YES

NO

YES

Will the position be filled internally? 1

**Non-competitive appointment is an option – work with Business Center to fill position**

**Non-competitive appointment may be an option–work with Business Center to fill position**

Will appointment last longer than 3 days?

NO

**External competitive search WILL BE REQUIRED – work with your business center to fill position.**

\*This chart does not affect other requirements for temporary employment established in the collective bargaining agreement

**Flowchart References**

**1** **Internal employment opportunities** are filled from within the institution by candidates who meet at least one of these criteria:

* Be a *member of the OSU community*. The *OSU community* comprises:
	+ **Employees**, including regular-status faculty or staff employees , individuals on approved leave from regular-status employee positions, temporary staff employees, and academic wage employees;
	+ **Others** who have rights to OSU employment placement (such as represented employees for whom OSU has layoff or other contractual placement obligations, disabled employees with ADA placement rights, etc.);
	+ **Courtesy** and **Affiliate Faculty** members;
	+ **Workers** currently serving OSU in work similar to that for which the new job is hiring, such as individuals employed through temporary employment agencies or individuals providing services on sponsored program subcontracts;
	+ **Trainees** such as postdoctoral fellows, postdoctoral scholars, clinical fellows, graduate research assistants, or graduate teaching assistants;
	+ **Students**, such asundergraduate/post-baccalaureate/graduate students enrolled at OSU studying or working in the field of hire, student employees presently working at OSU but enrolled elsewhere; etc.
	+ **Volunteers** who work in volunteer positions authorized by Risk Management;
	+ **Partners/spouses** of OSU community members;
	+ **Retirees** **or Pool Instructors** now working at OSU (or who have done so in the last 24 months);
	+ **Former OSU classified employees** who left the institution in good standing within the last 24 months**;**

**-OR-**

* Have been a *member of the OSU community* within the previous 12 calendar months as an employee, trainee, student, or volunteer (unless a 24 month gap is authorized above).

**2** **A position might be created *only* if the proposed appointee were available** in situations that include (but are not limited to) the following:

* This candidate is the PI on a new grant funded through OSU. We would not create the position were it not for this person’s grant.
* This candidate is the partner/spouse of a current or newly hired OSU employee, and a new position is being created for her/him as a dual-career accommodation.
* This candidate will be a visiting faculty member, such as a faculty member on sabbatical from her/his current institution.

**Explanation of Action Types**

Click the “Begin New Action” link to start an online position description action. “Fill” actions create position descriptions AND begin recruitments.

1. **Establish a New Position**

Allows a college/unit to propose the creation of a new position, even if the college/unit is not yet ready to fill that position.

1. **Establish a New Position and Fill**

Allows a college/unit to propose the creation of a new position, then to recruit and fill that position.

1. **Reclassify Position – Classified Staff Only**

Allows a college/unit to propose reclassification for a classified staff position that has changed significantly.

1. **Reclassify and Fill Position – Classified Staff Only**

Allows a college/unit to propose reclassification for a classified staff position that has changed significantly, then to recruit and fill that position.

1. **Update Position**

Allows a college/unit to propose an update to a position or position description due to a duties change or other position detail changes.

1. **Update and Fill Position**

Allows a college/unit to propose an update to a position or position description due to a duties change or other position detail changes, then to recruit and fill that position.

**Action by Appointment Type Chart**

This chart will assist the Initiator in determining which action type should be selected, based on appointment type.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Appointment Type**  | Academic Wage | Classified | Temporary Staff | Unclassified | Developmental Opportunity |
| Establish a New Position | N | Y | N | Y | Y |
| Reclassify Position | N | Y | N | N | N |
| Update Position | N | Y | N | Y | N |
| Establish a New Position and Fill | Y | Y | Y | Y | N |
| Reclassify and Fill Position | N | Y | N | N | N |
| Update and Fill Position | N | Y | N | Y | N |

Y = May Use N = Never Use

**Required Documents Chart**

Each action requires certain documentation to be attached to the Supplemental Documentation page of the action. The chart below will help you identify which documents you should prepare ahead of time.

***If your session is inactive for more than 60 minutes, the system will time you out. Information that has not been saved will be lost. Prepare all required documents prior to logging into the system.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  **Required Documents**  | Organization Chart | Justification for Action | Resume/Vita for Recommended Appointee (Non-Competitive) | Draft Position Ad/Announcement | Salary Comparators  | Classified OS1/2 Office Support Skill Code Sheet |
| **Classified** |  |  |  |  |  |  |
|  Establish New Position | R | O  |  |  |  |  |
|  Reclassify Position | R | R |  |  |  |  |
| Update Position | R | R6 |  |  |  |  |
| Establish and Fill New Position | R | O |  | O2 |  | R4 |
|  Reclassify and Fill Position | R | R |  | O2 |  | R4 |
|  Update and Fill Position | R | O |  | O2 |  | R4 |
| **Unclassified** |  |  |  |  |  |  |
|  **Ranked Faculty** |  |  |  |  |  |  |
|  Establish New Position |  |  |  |  |  |  |
| Update Position |  |  |  |  |  |  |
| Establish and Fill New Position |  | R3 | R3 | O2 |  |  |
|  Update and Fill Position |  | R3 | R3 | O2 |  |  |
|  **Administrative/Professional Faculty** |  |  |  |  |  |  |
|  Establish New Position | R |  |  |  |  |  |
| Update Position | R |  |  |  |  |  |
| Establish and Fill New Position | R | R3 | R3 | O2 |  |  |
|  Update and Fill Position | R | R3 | R3 | O2 |  |  |
|  **Academic Wage** |  |  |  |  |  |  |
| Establish and Fill New  Position |  |  | R |  | R5 |  |
|  **Temporary Staff** |  |  |  |  |  |  |
| Establish and Fill New Position |  |  |  |  |  | R4 |

 R = Required O = Optional

2 Optional – attach if you request review and approval from your business center HR staff.

3 Required when conducting a non-competitive search (waiver of search).

4 Required for classified staff office support positions (OS1 and OS2) OR if you wish to utilize the OS1 or OS2 Pool for a temporary staff position.

5 Provide the name, title, and full-time annual salary rate for each comparator provided. It is also helpful to know how many years the employee has been in the similar position. If the salary range you are requesting differs from the comparators provided, provide justification for the salary range proposed.

6 Required when requesting to change the competency level of an IT position.

**Creating a New Action**

**Before you Begin**

* Refer to the [Action by Appointment Type Chart](#ActionbyApptType) to determine which action to complete.
* Refer to the [Required Documents Chart](#RequiredDocs) to determine which action documents are required for the appointment.

**Things to Consider Before Beginning a “Fill” Action**

|  |
| --- |
| **Academic Wage Appointments****Purpose and Use of Academic Wage Appointments:**The purpose of an academic wage appointment is to complete a short-term, non-recurring, **non-teaching** work assignment, typically lasting 90 calendar days or less. It is appropriate to use this appointment method when: * The workload is intermittent/sporadic, but ongoing.
* A person is being placed into an "**Acting**" appointment (those positions filled on a temporary basis to replace a regular, unclassified employee on leave).
* A current, regular status employee is provided an unclassified developmental opportunity (a temporary job assignment that allows an employee to gain new skills and experience relevant to his/her career goals).

**IMPORTANT:** Academic wage appointments for unclassified returning retirees or unclassified employees returning to their same position duties at time of termination do NOT need to be submitted through the Online Recruiting System (PeopleAdmin). Instead, they should be appointed directly through the OSCAR Academic Wage appoint task.These appointments do not create a new opportunity for anyone other than the person that completed the work at the time of retirement or resignation. It will allow for, an unclassified employee that is retiring or resigning to merely continue to work in order to complete outstanding assignments/projects or to train a new employee to replace him/herself.**Summer Session**Summer session appointments (teaching and research) are NOT completed in the online recruiting system. Do not submit actions through the online system for summer academic wage teaching and research appointments**Salary vs. Hourly Academic Wage Pay**An employee on an academic wage appointment may be appointed on an hourly basis, rather than a salary basis (forecast pay) when the hours per week cannot be predicted or will fluctuate, or if the type of work to be conducted dictates hourly employment.  **Before You Begin:****Always complete an Establish and Fill Position action for Academic Wage appointments (unless this is for a Developmental Opportunity than “Establish a New Position” is used.*** Confirm that the workload is temporary, short-term (typically 90 days or less), non-recurring, and **non-instructional.**
* Instructional duties are permissible only if you intend to fill the position with an OSU retiree, returning to the same or similar duties held at the time of retirement. These positions are not filled within the system but through an OSCAR Academic Wage job task.
 |
| **Classified Staff Appointments*** Complete an Establish and Fill Position action for a new position.
* Complete an Update and Fill Position action for an existing position.
* Complete a Reclassify and Fill Position action if you intend to reclassify an existing position before filling it.
 |
| **Temporary Staff Appointments*** Always complete an Establish and Fill Position action for Temporary Staff appointments.
* Confirm that the workload is emergency, short-term, and non-recurring.
* A temporary employee is limited to working 1039 hours in a 12-month period of time. If a temporary worker has more than one temporary position, the total hours worked in a 12-month period of time cannot total more than 1039 hours (including those hours worked through a temporary agency on behalf of OSU). If you intend to hire someone that has worked at OSU as a temporary employee during the last 12 months, they may not be eligible to work in your temporary position. Research this before you begin a fill action.
* Effective with the 2013-2015 OUS/SEIU Collective Bargaining Agreement (CBA), temporary employees who have worked an average of four (4) or more hours per week during the most recent calendar quarter, and have a reasonable expectation of continued employment will be considered represented by the SEIU. For OSU, this means that if a position is anticipated to perform 52 paid hours of work or less in a 30 day period, the department must use one of the approved external temporary agencies to hire an external temporary employee.
* Please visit: <http://oregonstate.edu/admin/hr/jobs/tempinfo> for additional information regarding temporary staff appointments and the use of approved temporary employment agencies.
 |
| **Unclassified Appointments*** If you intend to fill a position through a non-competitive process (waiver of search) you must obtain permission from the Office of Equity & Inclusion. Detailed instructions are available at <http://oregonstate.edu/dept/affact/recruitment-hiring-and-outreach>.
* **INTERIM** appointments are those positions filled on a temporary *basis while a search is being conducted or reorganization is taking place*. They require approval from the Office of Equity and Inclusion if you want to place someone into the position through a non-competitive process. Follow the detailed instructions for completing a non-competitive search at <http://oregonstate.edu/dept/affact/recruitment-hiring-and-outreach>. You must submit a non-competitive “fill” action through the online recruitment system. Obtain permission from OEI before you submit your action to your business center.
* **If you intend to fill an existing position at a different rank than the former employee in that position held at the time of termination, contact your business center with a request to change the rank on the current position description. Once the rank change is made, you will be able to complete an Update and Fill action in the system.**
* To submit an action to fill a ranked faculty position by advertising dual ranks (Assistant/Associate Professor, for example) list both ranks in the Job Title, and in the Position Summary. Also, make it clear on the Comments page what you are intending to do.
 |

**Filling a Position by Providing a Developmental Opportunity to a Current Employee**

A developmental opportunity is a temporary job assignment provided to a classified or unclassified employee. It provides the employee an opportunity to gain new skills and experience relevant to his/her career goals.

Always use the ***Establish a New Position*** action. Before you begin an Establish a New Position action in the system, you must retrieve a Developmental Opportunity Agreement from OSCAR. Have the hiring supervisor complete the agreement, obtain all the required signatures, and forward the agreement to your business center HR Manager. Once approved, the hiring supervisor will receive instructions on how to proceed.

**Getting Started on a Non-Fill or Fill Action**

1. Access the system at <https://jobs.oregonstate.edu/hr>
2. Log in using your ONID user name and password.
3. Select Begin New Action under Position Descriptions.
4. Select the appropriate action and click on the Start Action link.

If the action you selected is an ***Update Position***, ***Update and Fill Position, Reclassify Position, or Reclassify and Fill Position*** action, you (the Initiator) will be prompted to search for the position to begin an action on. Once you enter the search criteria, click on Search to proceed. Follow the prompts on the screen.

Complete all of the data fields that pertain to the type of position you are creating an action for. Required data fields are identified with red asterisks; however **EACH** data field that applies to the action should be complete. Most of the data fields in the system have help text that can be accessed by clicking on the data field title (represented by a blue hyperlink).

**Complete the Proposed Position Title Page**

**Selecting the Correct Position Title IS The Name of the Game!**

When you begin a new action, you will find some help text at the top of the Proposed Position Title page. It’s in blue text, and it says “Selecting the Correct Position Titles.” Read the help text **each time** you create an action in the system to ensure you are selecting the appropriate position title for your action.

Selecting the appropriate position title is **the MOST IMPORTANT selection you will make while creating your action, and once it’s submitted, if it’s incorrect, you will most likely need to start over with a new action.**

* Make certain you select the correct position title for your action.
* **NEW for Temporary Staff Appointments** - select the appropriate Classified Position Title (do not use any of the Temporary Position Titles) that corresponds to the duties being performed.
* Before moving on to the Position Details page, you have the option to use the [Copy Position](#CopyPD) function to replicate an existing position description in the system.

**Complete the Position Details Page**

**Instructions for Each Appointment Type**

|  |
| --- |
| **Academic Wage** * Complete each data field in the Department Information section.
* Complete each data field in the Position Information section.
* The appointment basis will always be 12. (Returning Retirees are managed via an OSCAR task and will be reappointed at the appointment basis from which they retired)
* Indicate the accurate Position Appointment Percent that represents the department’s intention for the percentage of full-time effort expected in this position during a normal month.
* Complete each data field in the Academic Wage Position section.
* Each department has a pre-assigned academic wage pooled position number. Make sure you list your department’s academic wage position number correctly.
 |
| **Classified*** Complete each data field in the Department Information section.
* Complete each data field in the Position Information section.
* Complete each data field in the Classified Staff Positions section. If the action is an ***Update Position*** or ***Update and Fill Position*** action, you will need to complete the Reasons for Update Action section.
 |
| **Temporary Staff*** Complete each data field in the Department Information section.
* Complete each data field in the Position Information section.
* The appointment basis will always be 12.
* Indicate the accurate Position Appointment Percent that represents the department’s intention for the percentage of full-time effort expected in this position during a normal month.
* Scroll down to the Job Title field under Unclassified Positions (ignore the Admin/Professional Faculty Only now) and enter “Temporary [Classified Position Title]. Example: Temporary Office Specialist 2
 |
| **Unclassified*** Complete each data field in the Department Information section.
* Complete each data field in the Position Information section.
* Complete each data field in the Unclassified Positions section. If the action is an ***Update Position*** or ***Update and Fill Position*** action, you will need to complete the Reasons for Update Action section.
 |

**Complete the Comments Page**

* Always make comments in the Initiator Comments section to inform your business center about your intentions in submitting the action. Even a one-line statement can save your business center from having to contact you with questions if they are unclear about your intentions. Everyone in the work-flow can read your comments, so use this page to your advantage.
* **FOR ALL COMPETITIVE FILL ACTIONS –** State how many days you intend to advertise your position. Delays in processing your action and creating your posting will cause changes in your posting open and close dates, so if your business center knows and understands your intentions regarding the length of your posting, they will adjust the open and close date accordingly. If you do not want the position posted on the same date it is approved by the HR Manager, make sure you state that clearly in the Comments section of the action.

**POSTING PERIODS by Appointment Type:**

* **Classified Staff: recommend a minimum of 7 business days but require at least 5 business days.**
* **Temporary Staff: a minimum of 5 business days.**
* **Unclassified Faculty: recommend a minimum of 30 days but require at least 14 days. An accelerated search of 13 days may be considered by the HR manager with justification included.**
* **Academic Wage: a minimum of 14 days.**
* If this is a non-competitive search (waiver) for an unclassified position, add a statement declaring that you intend to seek permission from the Office of Equity & Inclusion to waive the regular competitive search process.
* If you are filling an unclassified position on a ***temporary basis while a search is being conducted, or reorganization is taking place in the department***, you are creating an **Interim** appointment. If you know who you want to appoint, add a statement declaring that you intend to seek permission from the Office of Equity & Inclusion (OEI) to approve the non-competitive Interim appointment.
* If you intend to fill an unclassified position on a **temporary basis to** ***replace a* *regular unclassified employee on leave,*** add a statement declaring that you intend to create an **Acting** appointment. Make sure the action you are completing is an Establish and Fill action for an Academic Wage appointment.

**Attach Required Documents to the Supplemental Documentation Page**

* Refer to the [Required Documents Chart](#RequiredDocs) to determine which action documents are required for the appointment.
* Attach the required documents to the Supplemental Documentation page. Attached documents (i.e., txt, doc, pdf, ppt, rtf, vsd, jpg, jpeg, or xls formats) must be no larger than 2 mb or converted to a .pdf format before uploading. Click Attach for the appropriate document, and either use the Browse button to find your document or Paste the document into the text box. Once you have attached all necessary documents, click Continue to Next Page.
* If you need to log out before completing this action, click on View Action Summary at the bottom of any page. Save and confirm your work. ***(If you skip these last two steps, the documents you attached to the Supplemental Documentation page will be dropped from the system).***

**Complete the Requisition Form – Fill Actions Only**

**Instructions for Each Appointment Type**

|  |
| --- |
| **Academic Wage** * Complete each data field in the All Appointment Types section (except for the For Full Consideration date).
* If an [Internal Candidate](http://oregonstate.edu/admin/hr/jobs/oeshtxt/111) has NOT been identified, thus requiring a competitive search process, the closing date should be at least 14 days from the posting date.
* Make sure you list the Anticipated Appointment Begin and End Dates. The employee should not begin working in the position until the appointment is approved.
* Application type accepted will be the Employment Profile.
* If an [Internal Candidate](http://oregonstate.edu/admin/hr/jobs/oeshtxt/111) has been identified, complete the Non-Competitive Searches and Academic Wage sections. Be very specific when describing the circumstances necessitating this work assignment.
 |
| **Classified*** Complete each data field in the All Appointment Types section. If the position is a limited duration appointment, complete the Anticipated Appointment Begin and End Date fields.
* If you are requesting to utilize the Office Specialist 1 or 2 Pool, the Master Pool ID Numbers are as follows: **P-C0103-001** (OS1 Pool) and **P-C0104-0002** (OS2 Pool). If you are utilizing another classified pool specific to your unit, the Master Pool ID Number would be the position number assigned to that master pool.
* Application type accepted will be the Employment Profile with Education/Employment History.

**IMPORTANT:** The Collective Bargaining Agreement (CBA) requires that current classified employees receive notification (5 days minimum) of a hiring manager/supervisor’s intent to utilize an existing pool of applicants to fill an upcoming vacancy in their unit/department.  In order to meet this requirement, hiring managers/supervisors must complete the following three steps before they utilize a **classified continuous recruitment pool** (i.e. the Office Specialist 1 or 2 Pools, Early Childhood Development Pools, Food Service Worker Pools, etc.) to fill a vacant classified position. 1. Email all of the classified employees within the hiring department/unit to announce their intent to hire an applicant from a continuous recruitment pool.  Emails should Include the posting number for the pool to be utilized, and the deadline date for submitting applications.

Sample email:  “The Department of (XXX) will begin review of applications in the University’s Office Specialist 2 pool on (MO/DAY/YEAR).  Interested parties should apply to posting #000XXXX no later than (allow 5 business days).1. Post the vacancy in OSU today with specific instructions on which pool will be utilized and the date applications must be submitted.
2. Post the vacancy on bulletin boards within the hiring department/unit with specific instructions on which pool will be utilized and the date applications must be submitted.
 |
| **Temporary Staff*** Complete each data field in the All Appointment Types section (except for the For Full Consideration date).
* If an [Internal Candidate](http://oregonstate.edu/admin/hr/jobs/oeshtxt/111) has NOT been identified, thus requiring a competitive search process, the closing date should be at least 5 business days from the posting date.
* Make sure you list the Anticipated Appointment Begin and End Dates. The employee should not begin working in the position until the appointment is approved.
* Application type accepted will be the Employment Profile with Education/Employment History.
* If an [Internal Candidate](http://oregonstate.edu/admin/hr/jobs/oeshtxt/111) has been identified, complete the Non-Competitive Searches and Temporary Staff sections. Be very specific when describing the circumstances necessitating this work assignment.
* Application type accepted will be the Employment Profile with Education/Employment History.
* Complete the Non-Competitive Searches section and the Temporary Staff section. Be very specific when describing the circumstances necessitating this work assignment. Make sure you answer every question in this section.
 |
| **Unclassified – Competitive Search Process*** Complete each data field in the All Appointment Types section (except for the Anticipated Appointment End Date field).
* Application type accepted will be the Employment Profile.
 |
| **Unclassified – Non-Competitive Search Process*** Complete each data field in the All Appointment Types section (list the Appointment End Date only if the Office of Equal Opportunity & Affirmative Action or Academic Affairs approved the appointment with a firm end date/limitation.
* Application type accepted will be the Employment Profile.
* Complete the Non-Competitive Searches section.
 |

**Save Your Work**

ALWAYS save your work by clicking on the View Action Summary link at the bottom of the page. Then, save confirm your work using the radio buttons. When closing out of an action for the first time, the system will automatically assign it an action number. Always refer to the action number when sending e-mails to your business center.

**Department Review and Approval**

* If your department requires that a “Reviewer” review/approve the action before you forward it to your business center, contact the Reviewer with a request to review the action. Ask them to let you know when their review is completed so you can forward your action to your business center.
* Submit the action to the business center for approval.

**Business Center Human Resources Review and Approval**

* Your business center staff will review the action and approve the resulting position description. The position description will then be available to the department at any time.
* If the action is a “fill” action, your business center will create a posting and post the posting to the OSU jobs site.
* If the action is a non-competitive fill action requiring a waiver of search, your business center HR staff will coordinate approval with OEI before approving the action even if an informal approval has already been granted by OEI.

Your business center will notify you by e-mail when the position is posted. Follow the instructions in the e-mail carefully. It will contain instructions on how to proceed to the next step.

**Once a Position is Posted**

* Place your approved advertisements in newspapers and journals.
* Utilize the NEW interactive [Recruitment Resources Guide](http://oregonstate.edu/oei/recruitment) which replaces the Diversity Mailing lists (D, F, G) that were used through Printing & Mailing Services.  One of the results that the guide returns is a customized “Required Email Distribution Listserv,” which will make it easier for you to distribute job announcements.
* Log into the posting and click on the Guest User Tab across the top of the page. The Guest User name and Password will be listed on this page.

**How to Hire More Than One Applicant from One Posting**

It is possible to hire more than one applicant from a posting. If you decide to hire a second person (or multiple people) from a posting, you will need to complete an Establish and Fill or Update and Fill action for each additional appointment. On the Comments page, state clearly that you intend to fill the position using a current posting, and STATE THE POSTING NUMBER. Once your fill action is approved, your business center will review the new action and note on the posting that you intend to fill the additional position. If you plan to submit several actions with an intent to fill the positions using an existing (or closed posting), state in Comments page that there will be a total of \_\_\_\_ positions filled with one posting, using the following actions (and list the action numbers). Give your business center HR staff all the information they need to quickly process your actions and postings.

**Sample Position Advertisements and Position Announcement**

**NOTE:** Besides OSU’s Online Recruiting System, all competitive external searches are posted to the State of Oregon iMatch/Worksource Oregon and the Greater Oregon Higher Education Recruitment Consortium (GOHERC) websites.

The Office of Equity & Inclusion (OEI) maintains a current list of [Advertising and Recruiting Resources](http://oregonstate.edu/oei/recruitment) to assist search committees in their recruitment efforts. The new interactive Recruitment Resources Guide replaces the Diversity Mailing lists (D, F, G) that were used through Printing & Mailing Services.  One of the results that the guide returns is a customized “Required Email Distribution Listserv,” which will make it easier for you to distribute job announcements.

[**Job Announcement Tagline Options**](http://oregonstate.edu/oei/job-announcement-tagline)

**Sample Ad**

Oregon State University, College/Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ is seeking applicants for a 9-month, full-time, tenure-track position. Salary is commensurate with education and experience. Required qualifications include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. To review posting and apply, go to <http://oregonstate.edu/jobs>. Apply to posting # \_\_\_\_\_\_\_. Closing date is \_\_\_\_\_\_. OSU is an AA/EOE/Vets/Disabled.

**Sample Position Announcement for Journals and Publications**

Oregon State University, College/Department of \_\_\_\_\_\_\_\_, is recruiting for a 9-month, full-time tenure-track position. Salary is commensurate with education and experience. Required qualifications include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Include ANY of the University and Community information found on the “About OSU” page or reference the link directly:**

Oregon State University has always been a place with a purpose — making a positive difference in quality of life, natural resources and economic prosperity in Oregon and beyond. Through discovery, innovation and application, we are meeting challenges, solving problems and turning ideas into reality. For more information about OSU visit: <http://oregonstate.edu/main/about>

To review posting and apply, go to <http://oregonstate.edu/jobs> . Apply to posting #\_\_\_\_. You will be required to electronically submit a letter of application describing your interest in the position and an overview of your qualifications and experience, a resume/vita, and the names and phone #’s of three professional references. Contact \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_with questions. Closing date is \_\_\_\_\_\_\_. OSU is an AA/EOE/Vets/Disabled.

**Advertising Resource:**

Graystone Group Advertising designs and places recruitment advertising for the academic community, both in print and online. They do this at **NO CHARGE** to their clients as the media compensate them for their work. Graystone saves time and money as they provide a single-source solution for all recruitment advertising needs.

Graystone is especially beneficial where advertising is decentralized, such as ours, as they are able to aggregate media spending to make sure the most advantageous rates are utilized.

They will be able to help you with the entire process from making suggestions online and/or in print and providing quotes to editing/rewriting ads if requested, proofreading, design and placement to billing. All you will pay for is the ad placement itself. They will also help create diversity image ads and communicate unique advertising opportunities as they become available.

Graystone works with more than 500 colleges around the country and has a proprietary database with 5,000 plus advertising sources.

If you have questions, please feel free to contact Susan Ganley directly at: SGanley@graystoneadv.com

**Position Advertisement Guidelines**

**Tenure-Track Teaching Positions**

The office of International Scholar and Faculty Services (ISFS) recommends that an advertisement be filed in an online or print professional journal for any tenure-track position with teaching duties. In the event that the selected candidate is not a citizen or permanent resident of the US, ISFS will work with the hiring department to pursue US permanent residence. The following guidelines must be met if ISFS is to pursue a Department of Labor special handling labor certification, which is one step in the process of applying for US permanent residence. Please note that these are simply guidelines that provide some flexibility in options to pursue permanent residence, these are not requirements.

Questions may be directed to ISFS by emailing Charlotte Ross (charlotte.ross@oregonstate.edu)

|  |
| --- |
| **Advertisement Overview (read below for details)** |
| 1. | **ElectronicOR print ad** | advertise in at least 1 electronic or web-based national professional journal with a national circulation for a minimum of 30 days (document start & date) OR a one-time posting in a print version |
| 2. | **Position title** | state rank (e.g. Assistant Professor ) |
| 3. | **Duties** | Brief list of duties, must include the word “teaching” |
| 4. | **FTE** | note that the position is full-time |
| 5. | **Experience** | plainly state minimum expertise required; avoid listing preferred qualifications, when possible |
| 6. | **Degree** | explicitly list all disciplines acceptable for position (“PhD in xxx”)AND “PhD by start of employment” or “PhD at time of offer” |
| 7. | **To Apply** | Clearly state the application process |
| 8. | **Location** | list geographic location of position (e.g. Corvallis, Newport) |

1. **Advertise 30 days online OR one time print ad.** Position must be advertised in at least oneonlinejournal with national circulation, e.g. the  Chronicle of Higher Ed, for at least 30 calendar days. Documentation required of start and end dates of advertisement and the text of the advertisement, e.g.  e-tearsheet. Note that most online job postings are not considered online journals. Alternatively, place a one-time ad in *print* version of journal; documentation would be tearsheet of dated page on which ad appeared.
2. **Position Title(s).** If you are uncertain about the specific rank, include all possibilities. E.g.: “Appointment is anticipated at the Assistant Professor rank, but candidates with exceptional qualifications may be considered for appointment at the rank of Associate Professor or Professor.” Listing “tenure-track faculty member” is not acceptable.
3. **Duties.**  Include a brief description of the duties in the advertisement, must explicitly state that job duties include “teaching.”
4. **Employment FTE**. Full-time job offers are required for all employment-based permanent residence petitions. If the College/department would prefer a 12 month appointment, consider allowing some flexibility in hiring by using the following wording:

*The appointment for this position will be made in one of two ways, at the discretion of the College:*

*1) Full-time 9-month appointment. Tenure track will be offered at 1.00 FTE. The appointee will be expected to generate grants and/or contracts for any appointment during the summer months.*

*2) Full-time 12-month appointment. Tenure track will be offered at 0.75 FTE. The appointee will be expected to generate 0.25 FTE in sponsored grants and/or contracts to raise their appointment percent to 1.00 FTE.*

In this scenario, the College would have some flexibility in the event that the successful candidate requires US work authorization and permanent residency for long-term employment.

5. **Experience requirements.** Avoid being too restrictive in establishing requirements as the College must document that the selected candidate met *each and every* requirement, both minimum and preferred, that are listed in the ad. Avoid a long list of preferred qualifications, limit to skills/experience that serve to assist in the selection of candidates by gauging ability to perform duties of the position. When writing preferred qualifications, consider using “demonstrated ability to” or “knowledge of” rather than “experience in X”, which will need to be quantified and will require proof that the successful candidate met that requirement.

6. **Degree requirement.** If you anticipate that your applicant pool will include individuals who have not yet completed their PhD, suggested language would be “candidates must have earned a PhD by the start date of employment” or “candidates must have earned a PhD at the time of offer”. Avoid saying “PhD required” if you will actually consider applicants who are ABD. Clearly state the disciplines that will be considered acceptable to fill this position. E.g. PhD in Genetics, Molecular Biology, Biochemistry, Microbiology or related.

7. **To Apply.** Clearly state application instructions, e.g.To view a full announcement or to apply, visit http://oregonstate.edu/jobs for job posting #00XXXXX. For full consideration apply by <date>.

8. **Location.** Indicate the geographic area of employment, e.g. Pendleton, OR.

**A word of caution:** avoid “unduly restrictive” job requirements and document “business necessity.” The Department of Labor may consider an experience requirement of more than two years “unduly restrictive” and the department will need to document business necessity for the additional experience.

Note:  if the successful applicant is from China or India, OSU would not pursue the Special Handling Labor Certification due to a backlog (4+ years) in immigrant visas.

**Instructions for Submitting a Request to Appoint**

**An Applicant from a Posting**

**When Ready for Final Approval of the Appointment and the Draft Letter of Offer**

When you are ready to submit a request to appoint, go to the Documents page of the posting and attach the following documents:

* Draft letter of offer (always refer to the model letters of offer on the Office Of Human Resources [Recruitment and Selection Resources](http://hr.oregonstate.edu/jobs) page to obtain current model letters.
* **NOTE:** For Temporary Staff and Academic Wage appointments upload a completed “Conditions of Temporary Appointment” or “Conditions of Academic Wage Appointment” form to the Draft Letter of Offer field. These documents are found in the downloadable forms section of [OSCAR](https://oscar.oregonstate.edu/).
* Diversity Initiative Summary (only if the position REQUIRES a demonstrable commitment to promote and enhance diversity).

Email a copy of the completed **Applicant Disposition Worksheet** provided by the search committee to your Business Center HR contact **OR** disposition the applicants in the Online Recruiting System as specified in the **worksheet**.

Go to the Applicants page and change the applicant status for the recommended appointee as appropriate to ***Offer Letter Review***. This status change triggers an e-mail to your business center HR staff requesting review and approval of the offer letter and the appointment.

**Save your work! Go to the last page of the posting (History page), click on Continue to Next Page, SAVE, and CONFIRM your work using the radio buttons. (If you skip these last two steps, the documents you attached will be dropped from the system).**

**Business Center HR Staff - Approval of the Appointment and Offer Letter**

Once you change the status for an applicant to Offer Letter Review, your business center HR staff will receive an e-mail requesting review of the letter or conditions of appointment document. The appointment and the draft letter of offer will be reviewed and modified, according to university standards, requirements, and conditions of employment.

If the position requires a criminal history check, motor vehicle check, a Commercial Driver’s License, or other special licenses or certifications, the offer of employment will be contingent upon completion of the checks and verifications of the licenses/certifications. Once the checks and verifications of licenses/certifications are completed with satisfactory results, the finalist can begin working in the position.

Once the appointment and offer letter are approved, you will receive an e-mail from your business center HR Manager with instructions on how to proceed.

When you have a SIGNED LETTER OF OFFER or conditions of appointment form, change the status for the final candidate to ***Offer Accepted***. This status change triggers an e-mail to your business center with a request to begin a Hiring Proposal for the recommended appointee. Your business center HR staff will not formally seat the person into the position until the required background checks and verifications of licenses/certifications are completed with satisfactory results.

**Instructions for Submitting a Request to Appoint**

**An Instructor from a Pool**

Each time you are ready to appoint an Instructor from an Instructor Pool posting (the Master Instructor Pool),

e-mail the following information to the Business Center Human Resources Consultant 1 assigned to your organization:

* Master Pool posting number
* Appointee’s name (first and last)
* Supervisor’s name
* Supervisor’s phone
* FTE for the position
* Start date for the appointment
* Appointment salary
* Classes the applicant will teach (title, not number)
* Pay index for appointment

**The following documents MUST be attached to the e-mail:**

Completed [**Applicant Disposition Worksheet**](http://oregonstate.edu/admin/hristeam/Search-Committee-Applicant-Disposition-Worksheet.xlsx) *(.xlsx file)* that contains:

* Names of all applicants considered for the appointment (including appointee).
* Reasons for not selecting each applicant considered and not recommended for hire.

It is acceptable for a hiring department to create ONE screening summary for a particular pool for use throughout the academic year. Each time a hire is made from the pool, the screening summary can be updated to include the new appointment and resubmitted to the business center.

* Draft letter of offer for the selected applicant.
* Diversity Initiative Summary (if the position REQUIRES a demonstrable commitment to promote and enhance diversity).

If the position qualification PREFERS a demonstrable commitment to promote and enhance diversity, the search committee must document and be prepared to speak to their efforts in addressing this preferred qualification throughout the search process.

The Business Center will review the documents submitted. When the appointment and letter are approved, the Initiator will receive an e-mail stating that the HR Manager has approved the offer letter and granted permission to appoint.

Once the offer has been accepted and you have a signed letter of offer, send the signed letter to the Business

Center Human Resources Consultant 1 assigned to your organization for completion of the hiring process.

**Generating In-System E-mails to Applicants**

Applicants should receive timely communication from the Search Committee Chair to inform them of their status in a search. The Search Committee Chair or the Initiator (Search Administrator) may ask the business center HR staff to send any one of the four (4) e-mails to applicants on their behalf.

The following e-mails are the last four options in the “Applicant Status” drop-down menu. Once you select and save any of these four (4) e-mail statuses for an applicant, an e-mail is automatically sent to the applicant.

1) No Interview Firm – Send E-mail

2) May Interview Later – Send E-mail

3) Interviewed – Not Selected – Send E-mail (only use after you have an accepted offer from recommended appointee)

4) Recruitment Cancelled – Send E-mail

|  |  |  |
| --- | --- | --- |
| **Applicant Status**  | **Subject of E-mail**  | **E-mail Text**  |
| No Interview Firm – Send E-mail  | Status of Your Employment Application with Oregon State University  | Thank you for your interest in the following position at Oregon State University. We received applications from many qualified applicants for this position. The purpose of this message is to inform you that your application received full consideration, but you are not among those selected for further consideration. The following fields auto-populate from the posting: Appointment Type: Position Title: Department: Thank you.  |
| Hold Status – Send E-mail  | Status of Your Employment Application with Oregon State University  | Thank you for your interest in the following position at Oregon State University. The purpose of this message is to inform you that your application is still under consideration at this time. The following fields auto-populate from the posting: Appointment Type: Position Title: Department: Thank you.  |
| Interviewed – Not Selected – Send E-mail  | Status of Your Employment Application with Oregon State University  | Thank you for your interest in the following position at Oregon State University. On behalf of our committee, I wish to thank you for taking the time to interview for this position. After careful consideration of each candidate’s qualifications for the position, we have selected another candidate for the position. The following fields auto-populate from the posting: Appointment Type: Position Title:Department:Thank you. |
| Recruitment Cancelled – Send E-mail | Notification of Recruitment Cancellation | The recruitment for the following position has been cancelled. We apologize for any inconvenience this may cause you. We hope you will continue to seek employment with Oregon State University.The following fields auto-populate from the posting:Appointment Type:Position Title:Department:Thank you. |

**Instructions for Copying a Position Description**

The Initiator has the ability to copy an existing position description in order to avoid having to create a new position that is very similar to another one in their department.

**How it Works**

You will have the option to “Copy Position” when completing either of the two actions:

* Establish Position
* Establish and Fill Position

After you select a Proposed Position Title and continue to the next page of your action, you will come to the “Copy Position” page. You can then search for the position you want to copy in order to create a new similar position (recommend you search by position number). Once you find your position, you simply select it and follow the prompts on the screen. The Position Details will appear on the screen, populated with the data from the position you copy.

Edit the Position Details page carefully to define the attributes of the new position. TAKE YOUR TIME – EDIT THIS PAGE CAREFULLY!

**Instructions for Printing a Position Description**

Once your position description has been approved by your business center, you will be able to access the position online and print a copy for your files.

Instructions:

* Login and select Search Positions under Position Descriptions on the menu.
* Key in the position number, and then click Search.
* Click on View Reports List under the Position Title.
* Select the appropriate report choice based on the appointment type, and then click Generate Report.
* Print the position description.
* Obtain signatures from both the employee and supervisor.
* Retain a signed copy in the department file; give a signed copy to the employee. It is not necessary to send a signed copy to the business center.

**System-Generated E-mail Notification Chart**

The system automatically generates e-mails to users when an action is submitted from one user to another. E-mails are also generated when certain applicant statuses are selected, a hiring proposal is approved, or a user account has been approved. The following chart outlines who receives e-mail notification, and when.

|  |  |  |
| --- | --- | --- |
|  **E-mail Notifications** | Initiator | Reviewer |
| Action Returned to Initiator | X |  |
| Approved (New Position Description) | X |  |
| Approved (Position Description Updated) | X |  |
| Approved (Position Description Reclassified) | X |  |
| All Approvals Obtained (Posting Approved) | X |  |
| All Approvals Obtained for Non-Recruitment | X |  |
| Non-Resident Alien Review Complete | X |  |
| Permission to Offer Employment to Recommended Appointee | X |  |
| Hiring Proposal Approved (Position Seated) | X |  |
| User Account Approved | X | X |

**Instructions for Reviewer Role**

**How to Review/Approve Actions**

**General Instructions**

* Access the system at <https://jobs.oregonstate.edu/hr>
* Log in using your ONID user name and password.

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| --- |
| **Reviewer**The Reviewer has the ability to view an action in the system, and to make and save comments on the Comments page. The Reviewer does not have the ability to edit documents or pages inside an action. The Initiator will request that a Reviewer log into the system to review and approve an action before it is submitted to the business center.When you log in to the system, the Welcome page will appear. This is the default page. It will always contain a list of active postings assigned to the organization(s) you have access to.* From the menu, select Search Actions under Position Descriptions.
* Click on the “Action Saved Not Submitted” box. Then click on Search.
* Find the action you want to review, and click View under the Position Title.
* Scroll down the page and review the summary for the action.
* If you elect to make comments on the Comments page, click on “Edit This Action” at the top of the page. Each tab across the top of the page represents separate pages inside the action.
* Review the comments made by the Initiator. Add your own comments in the Reviewer section of this page.
* Review the Position Details page.
* Review the documents on the Supplemental Documentation page.
* Review the Requisition Form page.
* When you have completed your review, click on the View Action Summary link at the bottom of the page. Save and confirm your work using the radio buttons. If you fail to save your work, any comments you made will be dropped from the system.
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**Reviewing Applications**

*If you are a Search Committee Member you must log into the system using your guest user name and password provided by the search administrator or business center HR staff. The posting you have been granted access to will appear. You will then click on “View” under the Position Title in order to see the Applicants page of the posting. To assist with reviewing applications, use the Sample Interview Evaluation form in this guide.*

As applicants apply to the posting, their applicant status is defaulted to ***Under Review by Committee***. The applications are available for search committee members to review.

**View Applications One at a Time**

If the posting is for a ***classified*** position, click on the blue link under the applicant’s name to view the Employment Profile with Education and Work History. If other documents are attached for the applicant, you will see them in the Documents column. To view a document, click on the document name.

If the posting is for an ***unclassified*** position, click on the Employment Profile to view their personal information, and click on the document name in the Documents column to review application materials (i.e., resume, cover letter, etc).

To reorder columns while on the Applicants tab, click on the button next to the column name. For example, to put applicants into alphabetic order, click on the button next to the name.



**IMPORTANT: When reviewing applicant materials one at a time you will need to close the document window for the current profile or document before opening the next one or you will be kicked out of the system!**

**View Multiple Applications/Documents at Once**

In the last column, put the cursor on “All” and click. Check marks will appear in all of the boxes on the far right.

Click on “View Multiple Applications” or “View Multiple Documents.” The employment profiles (applications) for each applicant, or their documents (depending on what you selected), will appear in the order they appear on the active applicants list.

**How to View Inactive Applicants**

As applicants are screened out of the applicant pool, their applications move to the Inactive list. Only the active applicants will appear on the Applicants page. If you want to review ALL applications at a later time, you will need to check the Inactive Applicant box and then click on Refresh to bring up the inactive applications.

**Screening Applications**

## At the screening stage, the role of the search committee is to evaluate applicant’s qualifications and to subject them to intense scrutiny to determine which applicants are the most qualified for the position.

## Once applicants begin to apply for a position, the search committee members can begin reviewing the applicant pool to determine if the recruitment resulted in a sufficient number of qualified applicants for consideration, and if the pool is sufficiently diverse. If not, the search committee should confer with the hiring manager to determine the next steps in extending the search process and engaging in more additional focused recruiting.

## If the search committee determines that the applicant pool is acceptable, they proceed with the screening process. The screening process begins with the analysis of materials sent in response to the job posting. This analysis is undertaken to ensure that applicants have all of the qualifications specified in the job posting.

**ATTENTION:** The search committee will have access to several reports when you view the posting. **Please pay special attention to the following reports which are located in the upper right-hand section of the screen when viewing the posting**:

* The **Veteran Status** report indicates if any applicants in the pool have self-identified as a qualifying veteran under [OSU’s Veteran’s Policy](http://oregonstate.edu/oei/veteran-status). **YOU MUST REVIEW THIS REPORT BEFORE ADVANCING CANDIDATES TO THE FIRST INTERVIEW STAGE.** Special consideration must be given to qualifying veterans when the qualifying veteran applicant meets the minimum qualifications for the position and when the veteran’s application materials show sufficient evidence of any transferrable skills required and requested by the hiring unit. Special consideration typically consists of advancement to the first interview stage unless the veteran has no reasonable chance of success in the position. *If for any reason you do not plan to interview veterans who meet the minimum qualifications, please contact the Office of Equity and Inclusion prior to moving forward to the next stage of the process.*
* The **Departmental EEO Summary** report summarizes the demographics of your pool. This information is not to be used as a tool to judge the race and gender of applicants. It is designed to make you aware of the overall demographics of your pool, so you and your committee can conduct extensive outreach and invite others to apply. Your goal is to obtain a large, diverse applicant pool BEFORE the closing date of the posting.

**Initial Screening**

## To increase the fairness of the screening process, each committee member should screen each application. If the pool is too large, the chair can consider dividing the search committee into sub-groups (of 2-3), giving a portion of the applications to each sub-group to evaluate for the initial screening.

Grouping of applicants is useful at every stage of the screening process. Ranking of applicants is not advised, and particularly not during the initial stages of screening. During this initial screening, each committee member should simply indicate whether each applicant is minimally qualified, and therefore should receive further consideration.

**IMPORTANT:** OSU Standard 580-20-005 specifies that one may not simultaneously be an OUS faculty member and an OUS graduate student. Thus, students are considered to be in active student status from the time of matriculation until degree certification and, thus, are ineligible for faculty positions unless the Dean of the Graduate School has granted an exception to the OSU Standard. Criteria by which exceptions may be considered are found at the website given below. Please note, too, that this OSU Standard applies to academic year and summer session appointments. Contact the Graduate School if you have any questions about this OSU Standard. (see Website: <http://gradschool.oregonstate.edu/admissions/faculty-as-student>)

**Note:** An applicant should not be screened out of the process simply because they are a graduate student and will require an exception to the OSU Standard.

Once the initial screening is complete, the search committee then selects the applicants they would like to consider further for an interview. The chair again reviews this list of applicants with the search committee to evaluate how women, people of color, and qualified veteran applicants have fared in the screening. After revisiting criteria that may need refinement and/or applicants that may merit additional consideration, the chair must provide the search administrator with job-related screening reasons for each applicant the committee has decided not to invite for an interview.

A screening checklist can help the search committee quickly verify each applicant’s possession of required and preferred qualifications. Two sample screening checklists follow.

**Sample Screening Checklists**

**SCREENING CHECKLIST - Example #1**

Applicant’s Name:

Rated by:

Date:

**Required Qualifications:**  **Yes No**

B.A. in Business Admin or related field (list degree): \_\_\_\_ \_\_\_\_

Five years’ experience in career development and employee relations \_\_\_\_ \_\_\_\_

Individual counseling experience \_\_\_\_ \_\_\_\_

Group counseling experience \_\_\_\_ \_\_\_\_

**Preferred Qualifications: Yes No**

Master’s Degree in Business Admin or related field (list degree): \_\_\_\_ \_\_\_\_

Professional license \_\_\_\_ \_\_\_\_

Comments:

**SCREENING CHECKLIST - Example #2**

Rated by:

Date:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant’s Names | BA in Bus Admin or related field | Five years’ experience in career development and employee relations | Individual counseling experience | Group counseling experience | Master’s degree in Bus Admin or related field | Professional license |
| Smith, Ally | BA in Bus Admin | 7 years | Yes | Yes | No | No |
| Finger, Carol | BA in Marketing | 4 years | Yes | No | Yes | Yes |

Comments:

**Completing the Applicant Disposition Worksheet**

Screening reasons provided must be accurate and specific to EACH applicant. The agency which oversees OSU's affirmative action legal compliance--the Office of Federal Contract Compliance Programs--requires that OSU record three pieces of information for each applicant not selected:

(1) Stage at which the applicant withdrew or was eliminated from consideration,

(2) Reason the applicant was eliminated from consideration, and

(3) Individual or Group responsible for deciding to eliminate applicant from consideration.

Business Center HR staff and/or the Office of Equity and Inclusion (OEI) reviews screening information for compliance with OSU policy and regulatory requirements. Search committee chairs will be required to provide detailed documentation for each applicant screened out of any step of the process; therefore it is critical that detailed, accurate screening reasons for all applicants be maintained with the search records. Hand-written notes created by search committee members are auditable, and should be maintained by the department for a period of three years from the date an appointment is made.

**Your business center HR staff will require, via email, a completed** [**Applicant Disposition Worksheet**](http://oregonstate.edu/admin/hristeam/Search-Committee-Applicant-Disposition-Worksheet.xlsx) **(.xlsx file) document from the search committee chair prior to extending an offer of employment. The** [**Applicant Disposition Worksheet**](http://oregonstate.edu/admin/hristeam/Search-Committee-Applicant-Disposition-Worksheet.xlsx) **(.xlsx file) MUST be used in order for your business center to input the information into the Online Recruiting System. This data will be uploaded into an Affirmative Action database for reporting purposes. Please see the “user help” worksheet in the Excel workbook for specific instructions, and guidance about information that may prompt further review.**

**Extending an Offer of Employment**

**Checking References and Verifying Credentials**

Before extending a verbal offer of employment to an applicant, reference checks and verification of credentials must be completed. Search committee members may be charged with this responsibility, or the hiring manager may prefer to complete this step of the process. In either case, hiring officials are encouraged to talk with former supervisors and professional associates to obtain specific information about the applicant’s experience and qualifications in previous positions. Degrees, professional licenses and credentials should be checked before an offer of employment is extended to an applicant. Completing these checks at this stage of the review process is also optional. Search committee members can use the National Clearinghouse at [http://www.degreeverify.com](http://www.degreeverify.com/) to verify degrees.

**Offering Employment to an Applicant for an Unclassified Position**

Hiring supervisors DO have permission to make a verbal offer of employment to a proposed appointee before the appointment and the draft offer letter have been reviewed and approved by OHR Employment Services. However, promising specific terms and conditions of employment (like the appointment salary) with an applicant before an appointment is approved is not acceptable because the terms and conditions of employment offered may not be approved by your business center HR Manager. The safe practice is for a hiring supervisor to make a verbal offer contingent upon review and approval of the offer by your HR Manager.

**Offering Employment to an Applicant for a Classified Position**

Hiring supervisors ***do not have permission*** to make a verbal offer of employment to a proposed appointee before the appointment and the draft offer letter have been reviewed and approved by your HR Manager.

**Applicant’s View of the Status of Their Application**

When applicants view the status of their applications online, they only see three statuses:

* In Progress
* Position Filled
* Cancelled

Therefore, it is critical that the search committee chair complete communication with applicants IMMEDIATELY after an offer of employment is accepted. If you choose another communication tool (personal letters or phone calls), the communication to applicants must still be timely. Otherwise, an applicant will see that the position has been filled before they have been notified.

**Communication with Applicants**

Applicants should receive timely communication from the search committee **chair** to inform them of their status in a search throughout the recruitment and selection process. The chair may contact applicants by phone, send written letters, or ask the Initiator (typically the search administrator) or the business center HR staff to send any of the e-mail notification options in the online system to notify applicants of their status. The online system contains four (4) e-mails:

1. No Interview – Firm
2. Hold Status
3. Interviewed – Not Selected
4. Recruitment Cancelled

To see the content of each e-mail, go to [Communication E-mails to Applicants](#emailsApplicants)

**E-mails to applicants are not sent without a specific request from the Search Committee Chair or the Initiator (Search Administrator).**

# OSU Policy on Veteran Status

**Background**: Oregon State University is committed to equal opportunity in employment, and to ensuring that US service veterans and disabled veterans have opportunities to secure meaningful civilian employment and advance in such employment at OSU once their military service is complete.

**Policy:** It is the policy of Oregon State University that no employee or applicant for employment will be discriminated against because he or she self-identifies as a qualifying veteran.  Oregon State University is committed to non-discrimination in all employment practices including recruitment, advertising, hiring, promotion, employment upgrading, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, job assignments, job classifications, organizational structures, position descriptions, lines of progression, seniority lists, leaves of absence, sick leave, any other leave, fringe benefits, selection and financial support for training activities sponsored by OSU, and any other term, condition, or privilege of employment.

## Affirmative Action for Veterans

**Definitions:** This policy includes all honorably discharged veterans, including those defined in Oregon law ([ORS 408.230](https://www.oregonlegislature.gov/bills_laws/lawsstatutes/2013ors408.html)) and in federal regulation ([41 C.F.R. § 60-300.2).](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=178745d7f3b2bccc76f5fac536778527&r=PART&n=41y1.2.3.1.9#41:1.2.3.1.9.1.11.2)

**Posting**: Oregon State University’s typical practice is to post employment openings on our online employment application site and through the State of Oregon’s employment delivery system to ensure that veterans may apply and be considered for meaningful employment opportunities at the university. Exceptions to this practice are routinely made for positions lasting three days or less, and may be proposed for executive and senior management positions or positions filled from within the organization—approval/denial of proposed exceptions typically rests with the Office of Equity and Inclusion. See Oregon State University [Competitive Search Requirements](http://hr.oregonstate.edu/careers/recruitment-and-selection-resources/competitive-search-requirements.) for details.

**Eligibility and Invitation to self-identify**: During the application process and at the post-offer/pre-hire stage, applicants are invited to self-identify as honorably discharged veterans or disabled veterans in order to benefit from OSU’s affirmative action programs for veterans. Submission of such information is voluntary and refusal to provide it will not subject veterans to any adverse treatment. Any individual who identifies as a veteran or disabled veteran honorably discharged from U.S. military service may be eligible for special consideration in the screening and selection process if he or she meets the minimum qualifications for the position. OSU will consider evidence of transferrable skills presented by veterans when considering whether the minimum qualifications for the position have been met.

A qualifying veteran applicant’s statement that s/he was honorably discharged from U.S. military service is sufficient during the early stages of selection, but may be verified by the hiring unit if s/he advances to on-site interview. During the site visit, the applicant may be asked to show a copy of a Certificate of Release or Discharge from Active Duty (DD form 214 or 215) or a letter from the U.S. Department of Veteran’s Affairs indicating receipt of a non-service connected pension. This information is kept confidential except as required under federal regulation CFR 41§ 60-300.

**Reasonable accommodations for disabled veterans:** At the post-offer/pre-hire stage, disabled veterans are invited to contact the Office of Equity and Inclusion to discuss any reasonable accommodations that would enable them to perform the duties of the position properly and safely. Oregon State University will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified disabled veteran.

**Affirmative Consideration in the Hiring Process**: The OSU hiring process extends an affirmative preference to individuals who self-identify as qualifying veterans.  Special consideration will be given to qualifying veterans when the qualifying veteran applicant meets the minimum qualifications for the position for which she or he has applied, and when the veteran’s application materials show sufficient evidence of any transferrable skills required and requested by the hiring unit. Special consideration typically consists of advancement to the first interview stage unless the veteran has *no reasonable chance of success* in the position.    By comparison, OSU typically advances only those applicants who not only have a *reasonable* chance of success in the position, but are also among the *strongest* candidates in the applicant pool.

Hiring units are strongly encouraged to give additional special consideration to veterans at later stages of the process as well.

## Affirmative Consideration of Veterans in the Hiring Process

The university has clarified its policy on affirmative consideration of veterans in the hiring process. This memorandum supersedes all prior memoranda in which we advised the university community of the Veterans Preference Procedure in Public Employment.

The procedure described below provides an affirmative preference to individuals who self-identify as qualifying veterans. In this case, *qualifying veterans* means all veterans or disabled veterans who served on active duty with the Armed Forces of the United States and were honorably discharged. This procedure is effective immediately.

1. Competitive Search:
	1. ***Determining eligibility of the applicant***: Any veteran or disabled veteran honorably discharged from U.S. military service may be eligible for special consideration in the screening and selection process if he or she meets the minimum qualifications and for the position. OSU will consider evidence of transferrable skills presented by veterans when considering whether the minimum qualifications for the position have been met. A qualifying veteran applicant’s statement that s/he was honorably discharged from U.S. military service is sufficient during the early stages of selection, but may be verified by the hiring unit if s/he advances to on-site interview. During the site visit, the applicant may be asked to show a copy of a Certificate of Release or Discharge from Active Duty (DD form 214 or 215) or a letter from the US Department of Veteran’s Affairs indicating receipt of a non-service connected pension. Information contained in these documents will be kept confidential except as required under federal regulation CFR 41§ 60-300.
	2. ***Special consideration for eligible applicants***: Hiring units will give special consideration to qualifying veterans when the qualifying veteran applicant meets the minimum qualifications for the position for which she or he has applied. OSU will consider evidence of transferrable skills presented by veterans when considering whether the minimum qualifications for the position have been met.  *Special consideration typically consists of advancement to the first interview stage unless the veteran has no reasonable chance of success in the position.*    By comparison, OSU typically advances only those applicants who not only have a *reasonable* chance of success in the position, but are also among the *strongest* candidates in the applicant pool.

Hiring units are strongly encouraged to give additional special consideration to veterans at later stages of the process as well.

* 1. For questions about how to apply the *reasonable chance of success* standard, the hiring unit may consult with a representative from their Business Center HR office or from the Office of Equity and Inclusion.
1. Waiver of Search: If a waiver of search is sought to appoint a veteran into an unclassified position, veteran status will be considered a positive factor in the waiver review.
2. Responding to Requests for Information: Requests for information about the handling of a veteran’s application and any questions about this procedure should be directed to the Senior Affirmative Action and Advancement Associate in the Office of Equity and Inclusion (541-737-0865).