

FAQ's- Manager/Supervisor

Online Student Position Request Form

Q For student employees not hired by OSU, will this form be used? For example student employees hired for the Veteran's Administration.

A This form/system is designed for OSU student employees only, those hired for the Veteran's Administration will still go through Career Services.

Q Prior to this form we would send a fillable PDF and Student Employment Request Form (SERF) to our HR Team, does this form replace both of those?

A This online student position request form will replace the PDF you send to your HR Team when you are initially requesting a recruitment. The SERF Form is utilized at the end of the hiring process to get the student employee into Banner. This form will not replace the SERF Form; however, our long-term solution works toward replacing both the PDF and SERF with one system/tool.

Q When using this form to clone a posting, can you make changes?

A Yes, you will enter the necessary changes on the form and your HR Team will make those changes in PA7 prior to posting.

Q Does this form go directly into PA7?

A No, this form will be routed to the Business Center selected along with any additional email addresses provided and will require manual entry into PA7.

Q Do you need to login or request access to this form?

A Effective August 15, 2017, this form will be available on the Student Employment website, <http://hr.oregonstate.edu/student-employment>, where you will enter your ONID credentials to gain access to the form.

DocuSign - This is a tool that departments may choose to use in order to expedite hiring paperwork or to go paperless. This system is still being worked on by a separate OSU work group, and will not be available by the August 15, 2017 date. More details and the timeline will follow.

Q Has OSU approved DocuSign? Is it compatible with FERPA?

A DocuSign has been approved by OSU for employment purposes. Example: new hire documents

Q Since students can fill out their new hire paperwork anywhere with DocuSign, can they go to the nearest Business Center to show their acceptable I-9 documents? Or do they still have to go to their respective Business Center?

A Students will need to show their acceptable documents to their respective Business Center. In the future with the restructuring of HR, this may be a possibility.

Misc.

Q When a supervisor wants to view the applicant pool in PeopleAdmin7 (PA7) they are given guest username and password, if watching multiple postings this can get confusing as to which posting has what login. Is there another/easier way to access applicant pools?

A Yes, there is another way that is currently available, your HR Team can give a supervisor the Search Committee role access. You can login to PA7 with your ONID and view any applicant pool that you have been assigned to.

Q For a posting to qualify as Non-Competitive, 7 days or less, do those days need to be consecutive?

A Yes, 7 consecutive calendar days