We are excited to announce the implementation of the Immediate Solutions for the Student Recruitment Project Plan to the OSU Community!

Effective August 15th, the following changes and additions to the student recruitment process will begin:

Centralized online form to request student job/posting, <http://hr.oregonstate.edu/student-employment-program/webform/student-position-request-form>

* + User-friendly, online form that includes pull down fields, checkboxes and auto-fill fields that will expedite the process to request a student employee position
  + Programmed to route to the identified Human Resource Team
  + Automatic confirmation email sent to the submitter
* Quick reference guide to promote the use and benefits of student employment pools and cloning of previous postings, <http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/student-employment/pooled-cloned_student-postings.pdf>
* Non-competitive appointment process to include:
  + Direct appointment option for positions lasting 7 calendar days or less.
  + Direct appointment option for students who are uniquely qualified for the position.
* Reduced posting period from 3 days to 1 day.
* Utilization of PeopleAdmin for **ALL** student employment applications.
  + For units currently utilizing a separate system to collect applications, please contact Brian Stroup, [brian.stroup@oregonstate.edu](mailto:brian.stroup@oregonstate.edu), for assistance with this transition.
* Reduced number of individuals required to complete the student recruitment process.
  + Remove HR Manager as hiring approver.

**Benefits:**

* Reduces minimum cycle time from 5-3 days.
* Reduces maximum cycle time by at least 3 days.
* Promotes use of standard language for postings to submit a student job/hire request to ensure the best use of our faculty and staff’s time.
* Supports efficient and transparent hiring practices for short-term and uniquely qualified positions.
* Supports student success by creating a more streamlined process to provide access to work experiences and skill development opportunities.
* Creates a more efficient process for student job applicants, while accommodating specific needs for departments that collect application materials externally.
* Provides checks and balances by engaging two individuals in the hiring process.

Two training sessions were conducted this summer for HR and department PeopleAdmin initiators/approvers and managers/supervisors. The slides and recorded sessions for these trainings, along with updated guides for PeopleAdmin student initiators and approvers are available on the [Student Employment](http://hr.oregonstate.edu/student-employment) website under the [Student Recruitment Project Team Resources](http://hr.oregonstate.edu/student-employment-program/tools-employers-supervisors#recruitment-project) button for future reference and convenience.

Additional efforts to further reduce workload and improve efficiency, while increasing transparency, consistency and communication are in progress, including:

* Use DocuSign for hiring paperwork and CHC/MVHC release form
* Utilize an IT solution across the university to:
  + Initiate recruitment requests and gain budget approval.
  + Enable visible tracking via dashboards of hiring status for stakeholders.
  + Provide electronic signature capabilities (through DocuSign or other solution).
  + Create and distribute emails to attach necessary documents, send and receive fillable forms and documents requiring signature.
  + Support real-time or improved integration with Banner and Nolij.
* Streamline work study assignment in partnership with Financial Aid Office, including exploring the possibility of having Human Resources assign work study codes.
* Collaborate with university stakeholders to better understand and ensure efficiency in student eligibility verification requirements.

We will continue to update the campus community as these projects progress.

If you have any questions or need additional information, please contact your Human Resource Team or the Student Recruitment Team Facilitator, Heather Riney, [heather.riney@oregonstate.edu](mailto:heather.riney@oregonstate.edu).