



OSU currently has 1070 student positions posted and 9,578 active student employees. The current student hiring process may involve up to 3 human resource professionals, the hiring supervisor, departmental liaisons and possibly business center finance/payroll or divisions/colleges support staff.

In order to improve the student hiring experience, The Student Recruitment Team developed a simplified process to:

- Enable units to quickly and efficiently deploy student resources to the benefit of units and in support of student development.
- Minimize HR and unit-level resources required to recruit and hire students.
- Standardize hiring processes to allow for flexibility, while minimizing reputational, legal and financial risk to the university.

The Team has identified immediate solutions that will be implemented effective August 15, 2017.

Immediate Solutions

Action Plan:

- Centralized online form to request student job/posting
 - Template descriptions of positions by student type that pre-fills information and allows supervisors to change as needed.
 - Programmed to route to Initiator role and Budget Approver if applicable
- Promote the use and benefits of student employment pools and cloning of previous postings
- 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.
- Reduce the posting period from 3 days to 1 day.
- Utilize PeopleAdmin for **ALL** student employment applications
- Reduce the number of individuals required to complete the student recruitment process.
 - Remove HR Manager as hiring approver.
- Use DocuSign for hiring paperwork and CHC/MVHC release form

Benefits:

- Reduces minimum cycle time from 5-3 days.
- Reduces maximum cycle time by at least 3 days.
- Promotes use and 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 work experience and skill development.
- Supports better and more efficient use of how students apply for jobs, and will support the specific needs of departments that collect application materials externally.
- Keeps two individuals involved in the process to provide for checks and balances.

Additionally, we have identified long term solutions that will reduce the workload and improve efficiency while increasing transparency, consistency and communication. The long term solutions are currently under development and we will update the campus community as they progress.

Long Term Solutions

Action Plan:

- Utilize an IT solution across the university to:
 - Initiate recruitment requests and gain budget approval.
 - Enable visible tracking and dashboard displaying the status of hires for all stakeholders.
 - Provide electronic signature capabilities (through DocuSign or other).
 - 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.

Benefits:

- Further cuts maximum cycle time by at least 7 days.
- Gives one system for supervisors to interface with the student recruitment process.
- Provides transparency and process tracking for supervisors, department stakeholders and human resource teams.
- Automates paper processing and manual verification processes.
- Provides more efficient and frequent use of work study codes.
- Enhances communication between the supervisor, human resources and the students.

Trainings

We will be holding the following training sessions this summer to cover the immediate action plan, system changes and resource documents that will be available:

- **HR & Department PeopleAdmin Student Initiators/Approvers**

Date: July 27, 2017

Time: 9:30-10:30am

Location: Learning Innovation Center (LInC) Room 200

- **Student Employee Supervisors**

Date: August 3, 2017

Time: 9:30-10:30am

Location: Learning Innovation Center (LInC) Room 200

Both trainings will be live-streamed, <http://live.oregonstate.edu/>, with live-chat and recorded for viewing following the respective sessions.

If you have any questions or need additional information, please contact the Student Recruitment Team Facilitator, Heather Riney, heather.riney@oregonstate.edu.