

Classification & Compensation

Position.descriptions@oregonstate.edu

- Hiring supervisor completes PD Template and sends to Classification & Compensation Consultant



Recruitment Specialist

HRRecruitment@oregonstate.edu

- Hiring supervisor/search support completes Posting Details Template and sends to Recruitment Specialist
- Full Consideration Date/Closing Date: Recruitment Specialist sends Applicant Disposition Workbook and Offer Letter Details Template to hiring supervisor/department



- Hiring supervisor/search support conducts selection process with Search Committee



- Successful Candidate identified: Hiring supervisor/search support completes Applicant Disposition Workbook and Offer Letter Details Template and send to Recruitment Specialist



- Recruitment Specialist prepares Offer Letter



Onboarding Specialist

HRSupportServices@oregonstate.edu

- Onboarding Specialist sends successful candidate the Offer Letter, Personal Demographic, and CHC/MVHC Release (if needed) via DocuSign *



- Offer Letter, Personal Demographic, and CHC/MVHC (if needed) is completed and is returned via DocuSign to the Onboarding Specialist



- All HR requirements are met: Onboarding Specialist sends new employee new hire forms via DocuSign (W4, I-9, Welcome Letter)



- On first day of work new employee meets with the Onboarding Specialist to complete I-9 requirements



* Department may extend a verbal offer to candidate when signing authority receives the HR approved offer letter via DocuSign

Support Services Specialist

HRSupportServices@oregonstate.edu

- Assists new employee/department/supervisor on any request after employee begins working. (supervisor update, salary increase, etc)

