***Do you have a vacancy you need to fill*** for a for classified staff, temporary staff, academic teaching/research faculty, administrative/professional faculty or academic wage position? If so, the following are 3 important forms you will need to complete during the process:

* [Position Description Template](https://hr.oregonstate.edu/employees/administrators-supervisors/classification-compensation) – update a current position or create a new one
* [Posting Details Template](https://hr.oregonstate.edu/documents/posting-details-template) – provide the posting dates, search committee & other details
* [Offer Letter Request Form](https://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/2022-04/offer_letter_details_template.docx) – provide important offer letter details i.e. start date, salary, etc.

**Step 1: Create or update the position description**

Hiring Unit will complete the [position description template](https://hr.oregonstate.edu/employees/administrators-supervisors/classification-compensation) and submit to Classification and Compensation (Class/Comp) at [position.descriptions@oregonstate.edu](mailto:position.descriptions@oregonstate.edu)

Class/Comp will review the PD template and work with the unit to finalize and approve. The PD will be entered in PeopleAdmin, and all supporting documentation attached.

**NOTE:** When hiring from an Instructor Pool, or similar situations where an already approved position description will be cloned, an additional review by Class/Comp is not required and Recruitment will create the PD as part of Step 2.

**Step 2: Initiate the recruitment**

Hiring Unit will complete and submit the [posting details template](https://hr.oregonstate.edu/documents/posting-details-template) to [HRRecruitment@oregonstate.edu](mailto:HRRecruitment@oregonstate.edu)

Hiring Unit should develop an advertising plan. All external competitive postings must be submitted to the [EOA Distribution List](https://oregonstate.qualtrics.com/jfe/form/SV_8wFE4G0D4zpQFyR) (does not apply to internal searches). A full list along with other advertising and outreach tools and resources can be found on the [Recruitment Advertising and Outreach Tools](https://hr.oregonstate.edu/employees/hr-professionals/recruitment-and-selection-resources/recruitment-advertising-and-outreach) website.

**Step 3: The position is posted**

Recruitment creates the posting in PeopleAdmin and submits for approval/posting (\*3 business days).

**Step 4: Compliance & best practices information**

Recruitment provides compliance and best search practice details to the hiring manager, search chair, and search support/administrator that includes guidance related to the [veterans preference](https://eoa.oregonstate.edu/consideration-veterans-hiring-process), placement goals, best practices, advertising and other important expectations via email.

**Step 5: Advertising information (does not apply to internal searches)**

Recruitment will post all competitive external searches to the following:

* OSU Jobs Site
* State of Oregon iMatch job site
* Higher Education Recruitment Consortium, HigherEdJobs, and LinkedIn.
* A full list along with other advertising and outreach tools and resources can be found on the [Recruitment Advertising and Outreach Tools](https://hr.oregonstate.edu/employees/hr-professionals/recruitment-and-selection-resources/recruitment-advertising-and-outreach) website.

**Step 6: Full consideration or closing date**

Recruitment will send the veteran status check reminder email to the search chair along with the populated Applicant Disposition Workbook (ADW) and will review any veteran candidates to determine if they meet the minimum qualifications and should be advanced to the first stage of interview.

**Step 7: Screening & interview process begins**

Search committee begins the screening & interview process. If the applicant pool is not sufficient, a request may be sent to [HRRecruitment@oregonstate.edu](mailto:HRRecruitment@oregonstate.edu) to extend the posting period.

**Step 8: Recommended appointee identified by search committee/hiring manager**

Hiring Unit submits the [offer letter request form](https://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/2022-04/offer_letter_details_template.docx), completed ADW, salary requests (as appropriate) and diversity statement of the recommended appointee (if a required qualification) to [HRRecruitment@oregonstate.edu](mailto:HRRecruitment@oregonstate.edu).

**Step 9: Hiring proposal & offer letter initiated**

Recruitment will review the ADW, initiate the hiring proposal, create the offer letter, review the layoff/recall list (classified staff appointments only) and attach all supporting documentation including salary approvals and move to Permission to Offer Employment (\*3 business days).

**Step 10: Permission to offer employment granted**

Hiring Unit may extend a verbal offer once Permission to Offer Employment is granted.

Hiring Unit, via the unit Search Support role, will review the digital offer letter, download and route for review internally, and once approved, send the letter to the candidate electronically and change the hiring proposal to “Offer Sent to Candidate”. If changes are needed to the offer letter, the Search Support role, will return the hiring proposal to Recruitment.

**Step 11: Offer accepted, negotiated, or declined by recommended appointee**

Candidate reviews and accepts the digital offer within the job portal or declines the offer or negotiates changes. If accepted, email notification sent to the Search Support role and Recruitment.

Hiring Unit indicates any offer letter changes negotiated with candidate. Any changes beyond the start date must be returned to Recruitment for review/approval and then the hiring proposal is changed back to Permission to Offer Employment so unit may review and send to candidate.

**Step 12:** **Final review of hiring proposal before Onboarding process in HRSD initiated**

Recruitment completes a final review of the offer and hiring proposal details and changes to offer accepted which initiates the Onboarding process in HRSD including sending the personal demographic form, criminal and/or motor vehicle history check, ONID creation, welcome email and other onboarding tasks.

*\*Incomplete information or changes after submission may extend the processing/approval times indicated.*

**NOTE:** Non-competitive appointments will require a justification and additional reviews may apply. Only candidates that meet the [internal definition](https://hr.oregonstate.edu/jobs/oeshtxt/111) will be considered. Steps 4 – 6 do not apply to non-competitive appointments. For more information see [OSU’s Competitive Search Requirements](https://hr.oregonstate.edu/employees/hr-professionals/recruitment-and-selection-resources/general-information/competitive) and [EOA’s Waiver of Search](https://eoa.oregonstate.edu/waivers-search) guidelines.