PROCEDURES FOR CONDUCTING AN INTERNAL COMPETITIVE TARGETED/FOCUSED SEARCH

PURPOSE: To document the appropriate steps to be followed when conducting an internal competitive targeted/focused search. Targeted/focused searches are typically used for hiring executive level and college administrative positions (Director-level and above) and target a group of uniquely qualified internal candidates.

TASKS:

1. Hiring executive submits a justification outlining the targeted/focused search (TFS) process that will be used to the BC HRM for review and approval.

   TFS Process:
   a. A search committee (minimum of 3 members) is identified by the hiring executive.
   b. The hiring executive communicates broadly a position summary, qualifications, and request for nominations and applications including a deadline
   c. Applications/nominations are submitted for consideration.
   d. The hiring executive sends out the following message to each applicant:

      Thank you for your interest in _____________. This search, like all other OSU searches, will comply with the OSU Policy on Veteran Status. If you are an honorably discharged veteran or disabled veteran and would like to disclose this to the search committee in order to receive preference as a qualifying veteran, please contact _________ by _________.
      Please do not specify your Veteran type in your response; simply state that you are a veteran and would like to receive the Veteran’s preference.

   e. The search committee reviews the application materials received and requests faculty input per the University’s commitment to shared governance. (the hiring executive describes how faculty input will be received/considered).
   f. The screening process/decisions are documented on the applicant disposition worksheet.
   g. Hiring decision made, reviewed and approved by HR and announced.

2. Hiring Unit Initiator or BC submits a competitive Fill Action through the Online Recruiting System for review and approval. A copy of the TFS justification should be uploaded to the Supplemental Documentation page of the Fill Action as an “optional document”.

3. Once the fill action is approved, the BC HR staff creates a posting in the Online Recruiting System. It is important that the HR Use Only fields regarding a TFS are completed. The posting is then submitted to the BC HRM for approval. The BC HRM posts at the status of “Approved for Non-Recruitment” to allow the appointee to complete the application process in the Online Recruiting System once identified.

4. When the appointee is identified, they are sent a quicklink to apply to the non-competitive posting.

Reviewed: April 2017 Strategic Staffing/Workforce Planning (SSWP)
5. The hiring unit then submits the following documents to their BC HR contact which will be uploaded to the documents page of the posting:
   - A copy of the completed Applicant Disposition Worksheet;
   - A summary of veteran status for those who identified as veterans;
   - A copy of the draft letter of offer; and
   - A diversity summary document

6. BC HR completes the offer letter review, grants permission to offer employment and completes the hiring proposal to fill the position when the offer is accepted.

RESOURCES:
- Restricted Shares\BC-HR Documents (from SharePoint)\15 Find Person to Fill Position (Recruitment)
- Procedure for Conducting Internal/Competitive Targeted Focused Searches
- OSCAR – downloadable forms: Applicant Disposition Worksheet
- Recruitment & Selection website – offer letters and Search Excellence: hr.oregonstate.edu/jobs
- Online Recruiting System: https://jobs.oregonstate.edu/hr

SUBJECT MATTER EXPERT: OHR Strategic Staffing & Workforce Planning (SSWP)

COMPLIANCE: OFCCP Regulations

MAINTENANCE OF TASK: When a change in process determines review/revisions as appropriate.

DATE OF IMPLEMENTATION OR LAST REVISION: April 2017