**Temporary** appointments should be used for the purposes of meeting emergency, non-recurring or short-term workload needs. The duration of a temporary appointment should be expected to last 6 months or less.

Similarly, the purpose of an **Academic Wage** appointment is to complete a short-term, non-recurring, non-teaching work assignment, typically lasting 90 calendar days or less.

To initiate a short-term appointment, please follow the procedure below:

1. Supervisor develops a position description that describes the purpose, duties, decision making, working conditions (if position is outside of a typical office environment), and qualifications of the position.
   a. Specify if the incumbent will have access in any of the areas listed at this link (also on page 4 of the template): [http://hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf](http://hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf).
   b. Position description template located at [http://fa.oregonstate.edu/hsbc/forms-resources](http://fa.oregonstate.edu/hsbc/forms-resources).

2. Supervisor completes and obtains signatures on a Short Term Appointment Personnel Requisition Form (PRF).
   a. Personnel Requisition Form – Short Term Appointment located at [http://fa.oregonstate.edu/hsbc/forms-resources](http://fa.oregonstate.edu/hsbc/forms-resources).

3. If appointee has been identified, supervisor obtains appointee’s current resume/CV.

4. The above items are then emailed to the college’s HSBC Human Resources Consultant 2 (HRC2).
   a. Visit this link for HSBC contact information: [http://fa.oregonstate.edu/hsbc/directory](http://fa.oregonstate.edu/hsbc/directory)

5. HRC2 reviews position description to determine position type, overtime eligibility, and if a Criminal History Check or Motor Vehicle History Check is required based on the duties of the position.
   a. If a Criminal History Check is required based on the duties of the position:
      i. HRC1 will provide the *Criminal History Check Release Authorization* form and submission instructions to the supervisor/search committee when they send the "recruitment posted" notification.

      The CHC process can take as little as 24 hours but can take much longer (e.g. 4 or more weeks). CHCs should only be conducted on finalists for a position.
The recommended appointee **must** wait to begin working in any capacity (paid or unpaid) until after the requirement is met and permission to proceed is granted by the University’s CHC processing unit.

ii. CHC Policy: [http://hr.oregonstate.edu/manual/criminal-history-check](http://hr.oregonstate.edu/manual/criminal-history-check)

b. If a Motor Vehicle History (MVH) check is required based on the duties of the position:

   i. HRC1 will provide the MVH submission instructions to the supervisor/search committee when they send the “recruitment posted” notification.

   Obtaining driving history by the appointee and review of driving history by OSU’s MVH processing unit may take as little as 24 hours but can take much longer (e.g. 4 or more weeks).

   The recommended appointee **must** wait to begin working in any capacity (paid or unpaid) until after this requirement is met and permission is granted to proceed by the University’s MVH processing unit.

   ii. MVH Policy: [http://hr.oregonstate.edu/manual/motor-vehicle-history-check](http://hr.oregonstate.edu/manual/motor-vehicle-history-check)

**If a recommended appointee has been identified but **does not meet** the criteria for an **OSU Community Member**, proceed to step 6a.**

**If a recommended appointee has been identified and **MEETS** the criteria for an **OSU Community Member**, proceed to step 9 (review step 6b).**

6. HRC1 generates a posting for the vacancy.

   a. A competitive recruitment must be posted for:

      i. Competitive Temporary: at least 7 full **business** days

      ii. Competitive Academic Wage: at least 14 full **calendar** days

      iii. Public posting of job vacancies ensures broader access to a wider range of potential applicants and is in line with the University’s policy on nondiscrimination and equal opportunity.

   b. HRC1 emails “how to apply” instructions to recommended appointee. Supervisor or unit contact will typically be copied on the email. Instructions regarding submission of a CHC form and/or driving history will be included if pre-employment check(s) required AND if instructions not already provided to supervisor by HRC2.
7. After the recruitment has been posted for the required minimum number of days, the supervisor/hiring manager can begin the screening and interview process, resulting in selection of a candidate to hire.

8. Once a candidate is selected, the supervisor/hiring manager submits the following information to their college’s HRC1:
   
   a. Completed Applicant Disposition Worksheet (ADW)
   b. Name of recommended appointee
   c. Start date
   d. Salary

9. College’s HRC1 generates a Conditions of Temporary/Academic Wage Appointment form and routes through the Human Resources Manager (HRM) for review.

10. HRC1 sends approved Conditions of Temporary/Academic Wage Appointment form, with any required attachments, to appropriate party for signatures.

11. Appropriate party sends Conditions of Temporary/Academic Wage Appointment form with hiring manager’s signature, and any required attachments, to recommended appointee.

12. After a signed copy of Conditions of Temporary/Academic Wage Appointment form and any completed required attachments are returned to HSBC HR, HSBC HR contacts recommended appointee to set up time to complete new hire paperwork.
   
   a. If a CHC and/or MVH are required, step 9 will not be completed until after permission is granted by the University’s CHC/MVH processing unit to proceed.

13. HSBC HR sends recommended appointee OSU Essential Notices/Welcome email.

14. New employee completes tasks in welcome email (as applicable).

15. New employee completes new hire paperwork with HSBC HR or authorized designee (on start date but can occur before start date).

16. New employee begins work (occurs after completion of new hire paperwork on date designated in Conditions of Temporary/Academic Wage Appointment form).

17. Hiring manager or designee conducts new employee onboarding tasks, including safety overview.