How to Recruit for and Hire an Hourly Student Employee
Health Sciences Business Center (HSBC)

1. Supervisor completes and submits an HSBC Student Posting Request form to their college’s HSBC Human Resources Consultant 1 (HRC1). The information in the HSBC Student Posting Request form should describe the purpose, duties, decision making, working conditions (if position is outside of a typical office environment), and qualifications of the position.
   a. Visit this link for HSBC contact information: http://fa.oregonstate.edu/hsbc/directory
   b. Specify if the incumbent will have access in any of the areas listed at this link: http://hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf.
   c. HSBC Student Posting Request form located at http://fa.oregonstate.edu/hsbc/forms-resources.

2. HRC1 reviews the HSBC Student Posting Request form to determine if a Criminal History Check or Motor Vehicle History Check is needed based on the duties of the position.

3. HRC1 generates a posting for the hourly student employee vacancy. The recruitment must be posted for at least 3 full business days.
   a. Public posting of student 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. If a Criminal History Check is needed based on the duties of the position:
      i. HRC1 will provide a copy of the Criminal History Check Release Authorization form and submission instructions to the supervisor 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

   c. 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 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.

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

4. After the recruitment has been posted for at least 3 full business days, the supervisor/hiring manager can begin the screening and interview process, resulting in selection of a candidate to hire.

5. Once a candidate is selected, the supervisor/hiring manager completes an HSBC Student Hiring Form and submits to their college’s HRC1.
   
   a. Form is located at [http://fa.oregonstate.edu/hsbc/forms-resources](http://fa.oregonstate.edu/hsbc/forms-resources).

6. Upon receipt of a completed HSBC Student Hiring Form, HSBC HR contacts recommended appointee to set up time to complete new hire paperwork.
   
   a. If a CHC and/or MVH are required, step 6 will not be completed until after permission is granted by the University’s CHC/MVH processing unit to proceed.

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

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

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

10. New employee begins work.

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