How to Initiate and Hire via a Waiver of Search
Health Sciences Business Center (HSBC)

A waiver of search (WOS) is a request to waive the regular search process for an unclassified position. Requests for a waiver of search are reviewed by the Office of Equal Opportunity and Access (EOA). EOA determines whether or not to authorize a waiver of the regular search process.

To initiate a waiver of search, 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 position description template): http://hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf.

2. Supervisor develops a letter of justification for the waiver of search.
   a. See the “Waiver of Search FAQ” located at http://eoa.oregonstate.edu/waiver-search-faq for help in addressing items that the EOA will need to consider.
   b. See the Waiver of Search FAQ on the EOA website at this link for additional information about waivers of search: http://eoa.oregonstate.edu/waiver-search-faq.
   c. For Research Associate/Research Associate (Post Doc) and Assistant Professor/Associate Professor/Professor of Research requests, address the requirement that such faculty be paid entirely or primarily from research grants or contracts.

3. Supervisor obtains and documents faculty support of appointment for professorial requests (Assistant Professor, Associate Professor, Professor including Research, Extension, Clinical, Practice).

4. Supervisor completes and obtains signatures on a Waiver of Search Personnel Requisition Form.

5. Supervisor obtains recommended appointee’s current resume/CV.

6. 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

7. HRC2 reviews position description to determine position type, overtime eligibility, and if a Criminal History Check or Motor Vehicle History Check is needed based on the duties of the position.
a. If a Criminal History Check or Motor Vehicle History Check is needed based on the duties of the position:

i. If the HRC2 has not already sent information to the supervisor, the HRC1 will provide the Criminal History Check Release Authorization form and submission instructions to the recommended appointee when they send them the “how to apply” notification.

The CHC process can 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 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

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

i. If the HRC2 has not already sent information to the supervisor, the HRC1 will provide the MVH submission instructions to the recommended appointee when they send them the “how to apply” 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

8. HRC1 generates a non-competitive posting for the vacancy and emails “how to apply” instructions to recommended appointee. Supervisor or unit contact will typically be copied on the email.

9. Once the recommended appointee applies to the non-competitive posting, the college’s HRC1 generates an offer letter and routes through the Human Resources Manager (HRM) for review.

10. HRC1 sends approved offer letter, with any required additional attachments, to appropriate party for signatures. Appropriate party sends offer letter with hiring manager’s signature, and any required attachments, to recommended appointee.

11. After a signed copy of the offer letter 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 11 will not be completed until after permission is granted by the University’s CHC/MVH processing unit to proceed.

12. HSBC HR provides recommended appointee with HSBC NEO Guide(s) via email.

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

14. New employee completes tasks in welcome email.

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

16. HSBC HR or authorized designee conducts final elements of business center HR new employee onboarding tasks.

17. New employee begins work (occurs after completion of new hire paperwork on date designated in offer letter form).

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