INSTRUCTIONS
1. Complete this form and submit it as an electronic, editable version to HSBC.HR@oregonstate.edu for processing.
   • NOTE: To avoid any processing delays, be sure to fully complete the form, especially the required fields (*).
2. Once the student position has been approved, the recruitment is required to be posted on the OSU Jobs website for at least three (3) business days.
3. After a student candidate is selected, complete and submit the Student Hiring Form.

IMPORTANT
The student may not perform any work until you have received notification from HSBC HR, confirming that:
• Criminal History Check (CHC) and/or Motor Vehicle History Check (MVHC) clearances have been received, if applicable.
• The student has completed the required hiring paperwork with HSBC HR.

1. Hiring Unit Information

   Hiring Unit*: ________________________________
   Submitted By*: ________________________________ Phone*: ________________________________
   Supervisor*: ________________________________ Supervisor Phone*: ____________________________

2. Student Position Information

   Position Title*: ________________________________
   Complete the following steps for this field:
   1. Go to Student Job Categories.
   2. Determine which job category best describes this student position.
   3. Write the position title above that corresponds to the job category that best describes this student position.

   Job Title/Working Title*: ________________________________
   EXAMPLE: Laboratory Assistant
   Location*: ________________ Hours per Week*: ______

3. Description of Student Position

   Position Summary*: Briefly summarize why the student position exists and its role in achieving program objectives. You may want to include information on the college, department/school, program, and position.
**Position Duties**: Describe the major or most important duties performed by this position. Be clear about the overall function and specifics of work performed. Include the percentage (%) for each duty listed.

**IMPORTANT**: The percentage (%) for each duty must add up to a total of 100%.

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**Minimum Qualifications**: List qualifications that any applicant must possess in order to perform the duties of the student position.

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**Preferred Qualifications**: List qualifications that you prefer applicants possess, but are not required.

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**Work Conditions/Work Schedule**: Briefly describe if outside of a typical office environment.

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### 4. Special Conditions of Employment

Use the [Special Conditions of Employment Worksheet](#) (under “Other Forms”) to determine if the student position requires a **Criminal History Check (CHC)** and/or a **Motor Vehicle History Check (MVHC)**.

Will this student position require a **Criminal History Check (CHC)**? *YES* / *NO*

Will this student position require a **Motor Vehicle History Check (MVHC)**? *YES* / *NO*

Will this position be required to stay overnight with participants as a chaperone or counselor as a part of a camp or experience program? *YES* / *NO*

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### 5. Posting Details

**Number of Vacancies**: _____

**Anticipated Position Start Date**: _MM/DD/YYYY_

**Anticipated Position End Date**: _MM/DD/YYYY_

**Anticipated Posting Date**: _MM/DD/YYYY_

**Full Consideration Date**: _MM/DD/YYYY_

**Anticipated Closing Date**: _MM/DD/YYYY_

*Required Field*
7. Funding Information
Please provide the funding information this student position is to be paid from.

**IMPORTANT: The Labor % must add up to a total of 100%.**

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<tr>
<th>INDEX*</th>
<th>ACCT</th>
<th>ACTIVITY CODE</th>
<th>LABOR %*</th>
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**TOTAL LABOR % = **

8. Additional Information
Please provide any additional information concerning this student posting that may help HSBC HR process the request.

Send the electronic, editable version of the fully completed form to [HSBC.HR@oregonstate.edu](mailto:HSBC.HR@oregonstate.edu).

* Required Field