Review your PEBB 2015 Benefit Summary (either online or the paper copy you received in the mail) to verify your Open Enrollment elections are accurately reflected. If you need to make a change or correction to your Open Enrollment elections, complete the Open Enrollment Corrections form located on the PEBB forms page at http://www.oregon.gov/DAS/PEBB/Pages/forms.aspx. Deadline to make corrections or changes: Feb 28, 2015.

Errors that cannot be corrected:

- Not enrolling for the 2015 HEM program during Open Enrollment
- Not completing your health assessments (yourself and/or your enrolled spouse/partner) for the 2015 HEM program during Open Enrollment
- Not enrolling in a 2015 FSA plan before the start of the new plan year

If you have questions, contact Employee Benefits at employee.benefits@oregonstate.edu or by phone at 541-737-2805.

2015 OSU Travel Per Diem Update

The OSU travel per diem rates for 2015 are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Meals &amp; IE</th>
<th>Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High:</strong> OSU High Cost Cities (As posted on Business Affairs Travel page)</td>
<td>$65</td>
<td>$186</td>
</tr>
<tr>
<td><strong>Low:</strong> All Oregon Cities, All other cities, Continental US</td>
<td>$52</td>
<td>$118</td>
</tr>
</tbody>
</table>

**Mileage**: Private Vehicle 57.5 cents per mile

Please visit the Business Affairs Travel page for updated travel reference sheet, high cost location table, and further information.

Search Committee Update – Veteran Status Procedure

In support of OSU’s Veteran’s Policy, it is critical that we help ensure that veterans are not overlooked in the hiring process. In order to meet this objective, during the screening process and before advancing candidates to the first interview stage, search committees are expected to:

- Review the Veteran Status report associated with the posting. The report is located in the upper right hand corner of the posting when committee members login with the guest user access. This report indicates if any applicants in the pool have self-identified as a qualifying veteran under OSU’s Veteran’s Policy.
- Give special consideration to qualifying veterans when the qualifying veteran applicant meets the minimum qualifications for the position and when the veteran’s application materials show sufficient evidence of any transferrable skills required and requested by the hiring unit. Special consideration typically consists of advancement to the first interview stage unless the veteran has no reasonable chance of success in the position.

If you have questions, please contact the Senior Affirmative Action and Advancement Associate in the Office of Equity and Inclusion (541-737-0865).

“Imagine a place where everyone chooses to bring energy, passion, and a positive attitude every day.”
— Stephen C. Lundin
New/Updated Forms

Check out the HSBC website for the following new/updated forms located under “Other Forms”:
- Position Description Template
- Request to Hire Above Step 1 (classified positions)
- Salary Increase Request Form (unclassified positions)

And coming soon . . . .
- Student Posting Request Form

Electronic Performance Evaluation Tool for Professional Faculty

OSU has introduced a new electronic tool for assessing and evaluating performance of professional faculty employees.

What is included in the new tool?
- An interactive process of initiation/creation of goals, feedback and evaluation of performance
- Customized performance categories and rating system
- Opportunity for colleges/units/departments to specify unique performance standards
- Access to individual position descriptions
- Resource and user guides, goal setting requirements, and other reference materials

When and how do I access and start using the Professional Faculty EvalS tool?
- Supervisor/managers can login to the system and create employee performance evaluation records effective immediately.
- The Professional Faculty EvalS link can be accessed using the OSU Portal under the employee tab or on the EvalS Web Portal link found on the website: [http://hr.oregonstate.edu/evals/professional-faculty](http://hr.oregonstate.edu/evals/professional-faculty)

For more detailed information about the elements and outcomes of the project, please visit the website [http://hr.oregonstate.edu/evals/professional-faculty](http://hr.oregonstate.edu/evals/professional-faculty)

Applicant Reference Checking Update/Guidelines

The applicant reference checking guidelines below have been agreed upon by the Offices of Academic Affairs, General Counsel, Equity & Inclusion and Human Resources.

Contact candidates before contacting professional references: Before contacting any references, contact the candidates to let them know (1) where you are in the screening process and (2) that you are about to begin contacting their references. Some candidates may not yet have informed their employers that they have applied for another position. Be responsive if a candidate objects to having their references contacted, and try to address any concerns they may have.

Whose references to check, and when:
- **Finalists** – Structured reference checks are usually conducted for any candidates still under consideration after the site visits/final interviews, at the same time credentials (degrees, licenses, certifications, etc.) are verified. This is true even if preliminary structured reference checking was performed earlier in the process. At a minimum, final references for the proposed appointee should be checked before an offer is made.
- **Semi-finalists** – Preliminary structured reference checks are sometimes conducted earlier in the screening process (prior to site interview). When needed, these reference checks usually occur after phone or skype interviews, because additional information is required to determine which candidates to advance to site interview. Candidates are more likely to be concerned about you contacting their current employers this early in the process; if this occurs, one option is to delay checking current employer references for all candidates until after the site interviews.
- **Whom to contact for reference checks**: It is best to talk with one or more former supervisors as well as former colleagues, peers, staff and other professional associates, in order to get a well-rounded picture of the candidate.