

### Recruitment Request

[*Position Title*](http://oregonstate.edu/admin/hr/jobs/oeshtxt/064)*Unclassified:*

[*Position TitleClassified*](http://www1.ous.edu/owpd/plsql/owpd_pos_list)*:*

*Department:*

*Supervisor:*

|  |  |
| --- | --- |
| Create a new position  (Academic Wage are always Establish and Fill) | ☐Fill an existing/vacated position |
| ☐Update a position description | ☐Request a reclassification (classified only) |

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*Any text in* ***orange*** *cannot be changed. Yellow-highlighted sections must be filled in*

*(if that section applies to your recruitment).*

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| |  | | --- | | **Position Details** | | |  | | --- | |  | | | **DEPARTMENTAL INFORMATION**   |  |  | | --- | --- | | [Department](javascript:void(0)): |  | | External Department Name |  | | [Departmental users](javascript:void(0)) with permission to access position information (include all departmental contacts accessing this position) | Ward, Marcia (for all AABC actions) | | [Job Location](javascript:void(0)): | Corvallis | | [Supervisor Name](javascript:void(0)): |  | | Supervisor Phone: *(format: xxx-xxx-xxxx)* |  | | | |  |  | | --- | --- | | |  | | --- | |  | | | | **POSITION INFORMATION**   |  |  | | --- | --- | | [Appointment Type:](http://www.pass-osshe.uoregon.edu/admin/hr/jobs#temporary) | [☐Classified](http://www.pass-osshe.uoregon.edu/admin/hr/jobs#classified)  [Unclassified](http://www.pass-osshe.uoregon.edu/admin/hr/jobs#unclassified)  [☐OSU Temporary](http://oregonstate.edu/admin/hr/jobs/tempinfo)  [☐Academic Wage Appointment](http://oregonstate.edu/admin/hr/jobs/PurposeAW.html) | | ~~Position Title Code:~~ | *~~(AABC will populate)~~* | | [Position Title:](http://oregonstate.edu/admin/hr/jobs/oeshtxt/064) |  | | ~~Position Code Description~~: | *~~(AABC will populate)~~* | | [Position Appointment Percent](javascript:void(0)): |  | | [Appointment Basis:](http://oregonstate.edu/admin/hr/jobs/oeshtxt/005) | 9, 10, 11, or 12 month? (technically called 9 or 12 mo only)  10 and 11 month are only available to Classified employees | | [Position Summary:](http://oregonstate.edu/admin/hr/document/doc/search-excellence) |  | | [Position Duties:](http://oregonstate.edu/admin/hr/jobs/oeshtxt/012)  (Include % of time for each duty listed to equal 100% total) |  | | [Position Duties (continued)](http://oregonstate.edu/admin/hr/jobs/oeshtxt/012.html): (If too long for first duties section) (Include % of time for each duty listed) |  | | Working Conditions/Work Schedule:  Briefly describe the physical working conditions or work schedules for this position **if** they are outside of a typical office environment. |  | |  |  | | [Decision Making/Guidelines:](http://oregonstate.edu/admin/hr/jobs/oeshtxt/013)  (Scope of decision authority, allowed to authorize exceptions, kinds of decisions/Guidelines used to make the decisions.) |  | | [Lead work/Supervisory Responsibilities](javascript:void(0)):  Which of the following lead work/supervisory activities does this position perform? | *Choose any or all*  ☐Plans work  ☐Assigns work  ☐Approves work  ☐Disciplines/Rewards  ☐Responds to grievances  ☐Hires/Fires (or effectively recommends)  ☐Prepares/signs performance evaluations  None | | How many and what type of employees does this position provide lead work for, or [directly supervise](http://oregonstate.edu/admin/hr/jobs/oeshtxt/016.html)? |  | | What [percentage](javascript:void(0)) of time does this position perform lead work/supervisory duties? |  | | Minimum Qualifications:  (These will fill in based on position type) | Please see "Additional Required Qualifications for this position." | | A demonstrable commitment to promoting and enhancing diversity is: | ☐Required Qualification  Preferred Qualification (classified always preferred) | | [**Criminal History Check Required**](http://oregonstate.edu/admin/hr/sites/default/files/documents/pdf/chcguide.pdf) | | | [This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OAR 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months.](javascript:void(0)) | Yes  ☐No  See Access types before making a selection-if one or more exist please include them in the duties: <http://oregonstate.edu/admin/hr/sites/default/files/documents/pdf/chcguide.pdf> | | **Valid Driver’s License/DMV Read Required** | | | [This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions (as per Voluntary and Compulsory Driver Standards OAR 125-155-0200) as per OAR 576-056-0000 et seq.](javascript:void(0)) | Yes  ☐No | | [Minimum/Required Qualifications:](http://oregonstate.edu/admin/hr/jobs/oeshtxt/019.html)  ***Note****: For classified positions, these qualifications cannot be greater than* [*OUS class specifications.*](http://www1.ous.edu/owpd/plsql/owpd_pos_list) | This position is designated as a critical, security-sensitive or safety-sensitive position; therefore the incumbent must successfully complete a Criminal History Check and be deemed fit for duty at placement and while serving in the position.  This position must possess and maintain a current, valid driver's license and maintain a satisfactory driving record while serving in the position; therefore, the incumbent must provide a copy of their driving history for the past two (2) years from the issuing state's Department of Motor Vehicles. | | [Preferred Qualifications](http://oregonstate.edu/admin/hr/jobs/oeshtxt/020.html): |  | | | |  | | --- | | **Unclassified Positions** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | Faculty Status: |  | | Tenure Status: |  | | Tenure Basis: (Tenure, tenure-track only) |  | | [Job Title (Admin/Professional Faculty Only)](javascript:void(0)): |  | | [Will this position be filled on a temporary basis while a search is being conducted or reorganization is taking place](javascript:void(0))? |  | | [Will this position be filled on a temporary basis to replace a regular employee on leave?](javascript:void(0)) |  | | |  | | | |  | | | | |  |  | | --- | --- | | **Academic Wage Position** | | | Faculty Rank Status: |  | | AW Pooled Position Number: |  |  |  |  |  | | --- | --- | --- | | **Classified Positions** | | | | Pay Method: | | ☐Salary  ☐Hourly | | | Work Schedule: | |  | | | Employment Category: | |  | | | Salary Range: | |  | | | Proposed IT Competency Level: | |  | | | **Comments** *(this section will be completed by Initiator and AABC)* | | | | Initiator/HRC comments: |  | | | | HR Liaison Comments: |  | | | | Reviewer Comments: |  | | | | Dean/VP Comments: |  | | | | HRC2 Comments: |  | | | | OEI Comments: |  | | | | HR Manager Comments: |  | | | | Administrator Comments: |  | | | | | **Requisition Form** | | |  |  | | --- | --- | | |  | | --- | | **All Appointment Types** | | | | |  |  | | --- | --- | | Indicate how you intend to recruit for this search. Is this search [competitive or non-competitive](javascript:void(0))? | Competitive  ☐Noncompetitive | | Will this position be filled using a [continuous recruitment pool?](javascript:void(0)) | ☐Yes  No | | [Master Pool ID#](http://oregonstate.edu/admin/hr/jobs/oeshtxt/062.html) |  | | [Posting Date](javascript:void(0)): |  | | [For Full Consideration Date:](javascript:void(0)) | (*If used*) Post for 21 days for primary consideration, then open until filled. Exception for usually for unclassified difficult to fill positions. | | [Closing Date](javascript:void(0)): |  | | [Recommended Full-Time Salary Range](javascript:void(0)): | $ | | Do you want the salary range posted for applicants to view? | Yes  ☐No | | [Anticipated Appointment Begin Date](javascript:void(0)): |  | | [Anticipated Appointment End Date](javascript:void(0)): |  | | [Funding Source](javascript:void(0)) | *Choose appropriate funding source:*  ☐ Education & General  ☐ Statewide & Public Services  ☐ Self-Sustained & Auxiliary  ☐ Gifts, Grant & Contract | | Anticipated Index Number(s):  Please list the anticipated index(es) from which this position will be paid. (Maximum 2) |  | | Search Committee Chair: **Please list ethnicity and gender as well as name**. |  | | [Search Committee Members](http://oregonstate.edu/admin/hr/jobs/oeshtxt/032.html): **Please list ethnicity and gender as well as name of each member.** |  | | [Posting Specific Questions](http://oregonstate.edu/admin/hr/jobs/oeshtxt/033.html):  Please list any questions you would like to ask every applicant who applies to this posting. |  | | [Required Applicant Documents](javascript:void(0)):  *Resumes and Cover letters are not accepted for Classified positions* |  | | Optional Applicant Documents:  *Resumes and Cover letters are not accepted for Classified positions* | Veterans: Proof of Honorable Discharge | | [Special Instructions to Applicants](http://oregonstate.edu/admin/hr/jobs/oeshtxt/035.html) | Only a complete application will be considered. | | Application types accepted: | See “Required Applicant Documents”  Unclassified: Employment Profile  Classified: Employment Profile with Education/Employment History | | If you plan to advertise externally, indicate the advertising sources: | *Choose any or all*  ☐ Albany Democrat Herald  ☐ Bend Bulletin  ☐ Chronicle of Higher Education  ☐ Corvallis Gazette Times  ☐ Eugene Register Guard  ☐ Midvalley Sunday  ☐ OAAEO Diversity Lists  ☐ Oregonian  ☐ Salem Statesman Journal  ☐ NONE OF THESE | | Please list any [other advertising sources](http://oregonstate.edu/admin/hr/jobs/oeshtxt/037.html): | ☐ OSU Today  ☐ Craigslist  X OSU HR; OUS HR.  *List any other networks, websites, ads used*  ☐  ☐ | | | |  |  | | --- | --- | | |  | | --- | | **Non-competitive Searches--ONLY** | | | | The following sections are for [**non-competitive**](javascript:void(0)) **searches only**. | | |  |  | | --- | --- | | Name of recommended appointee: |  | | University ID: |  | | [Is the recommended appointee an OSU retiree, returning to the same position and job duties held at the time of retirement?](javascript:void(0)) |  | | [Is the recommended appointee an OSU undergraduate student?](javascript:void(0)) |  | | [Is recommended appointee an OUS graduate student?](javascript:void(0)) |  | | | **UNCLASSIFIED**   |  |  | | --- | --- | | Has an Unclassified Waiver of Search been [**approved**](javascript:void(0)) from the Office of Equity and Inclusion to directly appoint a person into this position? |  | | Will recommended appointee possess required credentials at or before start date? |  |   **ACADEMIC WAGE**   |  |  | | --- | --- | | Describe the circumstances necessitating this short-term, non-recurring, non-instructional work assignment? |  |   **TEMPORARY STAFF**   |  |  | | --- | --- | | Describe the circumstances necessitating this emergency, short-term, non-recurring, work assignment: |  | | Explain why hiring a regular employee is not appropriate or reasonable at this time: |  | | Will this temporary employee replace a regular employee on approved leave? |  | | If no recommended appointee has been identified to fill position, where will department find applicants to consider for position? |  | | |

**Date completed:**

If Unclassified please include those positions you would consider as possible salary comparators, based on like duties, and your desired salary range.

**Comparative employees/positions:**

**Desired salary range:**