

### 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:*

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| [ ] 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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Bottom of Form

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| **Position Details** |
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| **DEPARTMENTAL INFORMATION**

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| Department:  |  |
| External Department Name  |  |
| Departmental users with permission to access position information (include all departmental contacts accessing this position)  | Ward, Marcia (for all AABC actions) |
| Job Location:  | Corvallis    |
| Supervisor Name:  |  |
| Supervisor Phone:*(format: xxx-xxx-xxxx)*  |   |

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| **POSITION INFORMATION**

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| [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:  |   |
| [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. |  |
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| [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: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 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. | [ ]  Yes☐NoSee 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.  | [ ] 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):  |  |

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| **Unclassified Positions**  |
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| Faculty Status:  |  |
| Tenure Status:  |  |
| Tenure Basis: (Tenure, tenure-track only)  |  |
| Job Title (Admin/Professional Faculty Only): |  |
| Will this position be filled on a temporary basis while a search is being conducted or reorganization is taking place? |  |
| Will this position be filled on a temporary basis to replace a regular employee on leave? |  |

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| **Academic Wage Position**  |
| Faculty Rank Status:  |  |
| AW Pooled Position Number:  |  |

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| **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: |  |

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| **Requisition Form** |
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| **All Appointment Types** |

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| Indicate how you intend to recruit for this search. Is this search competitive or non-competitive?  | [ ]  Competitive☐Noncompetitive |
| Will this position be filled using a continuous recruitment pool?  | ☐Yes[ ]  No  |
| [Master Pool ID#](http://oregonstate.edu/admin/hr/jobs/oeshtxt/062.html)  |    |
| Posting Date:  |  |
| For Full Consideration Date:  | (*If used*) Post for 21 days for primary consideration, then open until filled. Exception for usually for unclassified difficult to fill positions. |
| Closing Date:  |  |
| Recommended Full-Time Salary Range:  | $ |
| Do you want the salary range posted for applicants to view?  | [ ] Yes☐No  |
| Anticipated Appointment Begin Date:  |    |
| Anticipated Appointment End Date:  |    |
| Funding Source  | *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: *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 ProfileClassified: 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   ☐ CraigslistX OSU HR; OUS HR.  *List any other networks, websites, ads used*☐ ☐  |

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| **Non-competitive Searches--ONLY** |

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| The following sections are for **non-competitive** **searches only**.  |
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| 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?  |  |
| Is the recommended appointee an OSU undergraduate student?  |  |
| Is recommended appointee an OUS graduate student?  |  |

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| **UNCLASSIFIED**

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| Has an Unclassified Waiver of Search been **approved** 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**

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| Describe the circumstances necessitating this short-term, non-recurring, non-instructional work assignment? |    |

**TEMPORARY STAFF**

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| 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? |  |

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**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:**