



How to Recruit for and Hire an Unclassified or Classified Employee

Health Sciences Business Center (HSBC)

To initiate a recruitment for an unclassified or classified position, 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 template): <http://hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf>.
 - b. Position description template located at <http://fa.oregonstate.edu/hsbc/forms-resources>.
2. Supervisor completes and obtains signatures on a Competitive Recruitment Personnel Requisition Form.
 - a. Personnel Requisition Form – Competitive Recruitment located at <http://fa.oregonstate.edu/hsbc/forms-resources>.
3. 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>
4. HRC2 reviews position description to determine position type, overtime eligibility, and if a Criminal History Check or Motor Vehicle History Check is required based on the duties of the position.
 - a. If a Criminal History Check is required based on the duties of the position:
 - i. HRC1 will provide a copy of the *Criminal History Check Release Authorization* form to the search committee when they send the "recruitment posted" notification.

The CHC process can take as little as 24 hours but can take much longer (e.g. 4 or more weeks). CHCs should only be conducted on finalists for a position.

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. HRC1 will provide the MVH submission instructions to the search committee when they send the "recruitment posted" 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.

MVH Policy: <http://hr.oregonstate.edu/manual/motor-vehicle-history-check>

5. HRC1 generates a posting for the vacancy. The recruitment must be posted for:
 - a. Classified: at least 7 full business days
 - b. Unclassified: at least 14 full calendar days
 - c. Public posting of job vacancies ensures broader access to a wider range of potential applicants and is in line with the University's policy on nondiscrimination and equal opportunity.
6. After the recruitment has been posted for the required minimum number of days, the search committee can begin the screening and interview process, resulting in selection of a candidate to hire.
7. Once a candidate is selected, the supervisor/hiring manager submits the following information to their college's HRC1.
 - a. Completed Applicant Disposition Worksheet (ADW)
 - b. Name of recommended appointee
 - c. Start date
 - d. Salary
8. Upon receipt of the completed ADW and hiring information, the college's HRC1 generates an offer letter and routes through the Human Resources Manager (HRM) for review.
9. HRC1 sends approved offer letter, with any required attachments, to appropriate party for signatures.
10. Appropriate party send offer letter form 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).
18. Hiring manager or designee conducts new employee onboarding tasks, including safety overview.