

Health Sciences Business Center (HSBC)

HR Monthly Update

Proudly serving the Colleges of Pharmacy, Public Health and Human Sciences, and Veterinary Medicine

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*Strive not to be a success,
but rather to be of value. –
Albert Einstein*

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New on our website! Revised Recruitment/Personnel Requisition Forms

We are excited to share some new/updated customer resources. Please visit the HSBC's website and view our most current HSBC-specific HR forms:

<http://oregonstate.edu/fa/bc/healthsciences/resources/forms>

Personnel Requisition Form – Competitive Recruitment

Personnel Requisition Form for Position Change or Reclassification

Personnel Requisition Form – Short Term Appointments

Personnel Requisition Form – Waiver of Search (WOS)

You will see that we have recently updated and consolidated our recruitment request and personnel requisition forms into one form. A new personnel requisition form is available for each type of position. We anticipate that this will reduce the number of questions (yours and ours!) and speed up processing time.

Test Your Knowledge About University Ombuds, Office of Equity & Inclusion (OEI), and Office of Human Resources (OHR)

So, just what do these offices have in common...and how are they different?

Test your knowledge of the three offices by answering the questions below (answers found on page 2). For a more detailed overview of the main differences, a helpful chart can be found at <http://oregonstate.edu/ombuds/how-are-we-different>. The chart provides a side by side comparison of the services and functions of these offices, and may help you determine who to seek assistance from if needed.

1. Which office does not serve in a compliance function?
 - a. OEI
 - b. University Ombuds
 - c. OHR
 - d. None of the above
2. Which office participates in OSU formal procedures and conducts formal investigations?
 - a. OEI
 - b. OHR
 - c. University Ombuds
 - d. Both a and b
 - e. Both b and c
3. Which office provides employee relations training?
 - a. OEI
 - b. OHR
 - c. University Ombuds
 - d. All of the above
4. Which office provides informal, impartial, independent, and confidential conflict management services?
 - a. OEI
 - b. University Ombuds
 - c. OHR
 - d. Both a and b
 - e. None of the above
 - f. All of the above

OSU ID Cards for Temporary and Academic Wage Employees

Effective July 1st, 2014, OSU implemented a new procedure, issuing ID cards to Temporary and Academic Wage Employees. These two “temporary” employment groups were previously not issued ID cards.

- These cards will have the same functionality as current employee cards. They will have proximity door access capability, Orange Rewards and card cash accounts, and in some instances, can be used to swipe a time clock.
- To differentiate these new cards from the standard faculty/staff cards, the ID Center has created a new design that clearly designates the cardholder as a temporary employee.
- Departments/units will be responsible for funding the ID cards for their temporary staff. The standard \$20.00 card fee will be charged. For the initial card issue effort, the ID Center will combine all fees and submit one charge to each department/unit to include all current temporary employees. Departments/units are strongly encouraged to have current temporary and academic wage employees obtain an ID card as soon as possible. For future hired temporary and academic wage employees, the ID Center will submit a charge when the card is issued.
- Temporary and academic wage employees who leave OSU and later return to a temporary position will be able to reuse their ID cards and will not be charged for reactivation.
- The temporary employee will be responsible for the standard \$25.00 replacement card fee, should the original card be lost or damaged.

Reference Letter Functionality in Online Recruitment System

If your hiring unit requires letters of reference for an unclassified position, did you know that there is a feature in PeopleAdmin that allows you to collect those letters via the online recruiting system?

Search committees may require a specific number of reference letters from applicants using the PeopleAdmin online recruiting system. Applicants will be asked to provide email addresses for their references. References will then receive an email with instructions on how to submit (confidentially) a reference letter for the applicant using the online recruitment system. Search committee members may then review submitted reference letters easily online. This streamlined process may alleviate work for search committee members who are tasked with requesting reference letters directly from the applicant.

If you are interested in setting up the reference letter functionality for a recruitment, please contact your HR Consultant to discuss the options when you request the recruitment.

Graystone Group Advertising

Do you place recruitment advertisements? If so, this reminder may prove very helpful!

Graystone Group Advertising provides professional services to assist OSU in the design and placement of faculty, staff, and administrative recruitment advertising in local, statewide, and national newspapers, other publications, journals and websites or any medium that accepts recruitment advertising.

They can help you with the entire process including making suggestions for online and/or print placement, designing and editing/rewriting ads, proofreading, and providing quotes. **All you will pay for is the ad placement itself.** They will also help create diversity image ads.

Graystone works with more than 500 colleges around the country and has a proprietary database with over 5,000 advertising sources. They are able to negotiate discounted advertising rates on behalf of OSU.

To begin the process of obtaining a quote or placing an advertisement, send an email to ads@graystoneadv.com.