This template should be used once a position description (PD) has been finalized and the department is ready to begin a recruitment. Once completed, send the template to your designated Service Center Recruitment Team.

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| **Unit Contact** |
| Name: |  |
| Phone: |  |

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| **Position Details** |
| Department:  |  |
| Job Title: |  |
| Position Title: |  |
| Position Number (if known/filling vacancy): |  |
| Position Type: | [ ]  Classified [ ]  Intermittent [ ]  Seasonal [ ]  Limited Duration[ ]  Unclassified[ ]  Temporary[ ]  Academic Wage |

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| **Position Supervisor** |
| Supervisor Name: |  |
| Supervisor University ID: |  |
| Supervisor Position #: |  |

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| **Offer Letter Signers/Recipients**  |
| Authorized Signer Name (as it should appear on the offer letter): |  |
| Authorized Signer Title (as it should appear on the offer letter): |  |
| Please list the department contact that should receive a copy of the signed letter. |  |

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| **Funding Information** |
| Funding Source: | Choose an item. |
| Index Number and %: |  |
| Activity Code (if applicable): |  |

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| **Budget Authority** |
| Does your department require budget approval prior to posting positions? |  |
| If yes, who is the authorized approver?  |  |

**NOTE: If non-competitive, skip to the section titled “Non-Competitive Searches Only”**

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| **Posting Details** |
| For Unclassified positions, would you like the salary range posted? | [ ]  Yes (Note: The entire position profile range will be listed)[ ]  No (“Salary is commensurate with education, training and experience.”) |
| Number of Vacancies: |  |
| Anticipated Appointment Begin Date: |  |
| Anticipated Appointment End Date (if applicable): |  |
| Posting Date: |  |
| Full Consideration Date (if applicable): |  |
| Closing Date: |  |
| Indicate how you intend to recruit for this search: | Choose an item. |
| Will this position be filled using a continuous recruitment pool? | [ ]  Yes[ ]  No |
| If yes, what is the Master Pool ID#? |  |

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| **Search Committee Information** |
| Search Committee Chair: |  |
| Search Committee Members (one per line): |  |
| Will a Search Advocate participate in this search? | [ ]  Yes[ ]  No |
| Search Advocate Name: |  |
| Guest User Email Addresses (one per line):*Examples: students or employees without an OSU email address, committee members that are not OSU employees, etc.*  |  |

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| **Special Instructions to Applicants – Who Should Applicants Contact for Information?** |
| Name:  |  |
| Email: |  |
| Phone: |  |

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| **Anticipated Methods of Interview** |
| What methods will be used for conducting interviews?*Note: this information is required as part of the Veterans Preference process.*  | [ ]  Phone[ ]  Skype[ ]  Airport[ ]  In-Person[ ]  Other:  |

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| **Advertising Sources** |
| If you plan to advertise externally, indicate the advertising sources: | [ ]  Albany Democrat Herald[ ]  Bend Bulletin[ ]  Chronicle of Higher Education[ ]  Corvallis Gazette Times[ ]  Eugene Register Guard[ ]  Mid-Valley Sunday[ ]  EOA Required Email Distribution Listserv[ ]  Oregonian[ ]  Salem Statesman Journal[ ]  None |
| Please list any other advertising sources: |  |

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| **Reference Collection (Unclassified Only)**  |
| Would you like to require applicants to submit the contact information for their references as part of the application process?  | [ ]  Yes [ ]  No |
| If yes, how many references?  |  |
| Would you like to collect letters of reference? *Note: these are letters that will be submitted by the applicant’s references of choice in addition to the already collected references. Typically used only for higher level positions.* | [ ]  Yes [ ]  No |
| If yes, for which applicants? | [ ]  All applicants[ ]  Finalist(s)[ ]  Other:  |
| If yes, how many reference letters? |  |
| If yes, what is the cutoff date for letters to be accepted?*Typically a week or two after the closing date to allow time for referees to respond.* |  |

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| **Supplemental Questions** |
| Please list any questions you would like to ask every applicant: |  |
| If utilizing supplemental questions, would you like questions to be answered in the standard application profile or uploaded as separate document? |  |

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| **Documents Needed to Apply** |
| Please select all documents that you would like to have the applicant submit with their application. *Note: for unclassified and academic wage appointments only.* | [ ]  Resume[ ]  Cover Letter[ ]  Transcripts[ ]  Curriculum Vitae[ ]  Portfolio[ ]  License or Certification 1-4[ ]  Statement of Research[ ]  Statement of Teaching[ ]  Publications[ ]  Other Documents 1-3[ ]  Diversity Statement |

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| **Additional Information** |
| Is there any additional information that may be helpful for us to know when processing this request? |  |

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| **Non-Competitive 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 same time of retirement? | [ ]  Yes[ ]  No |
| Is the recommended appointee an OSU undergraduate student? | [ ]  Yes[ ]  No |
| Is the recommended appointee an OSU graduate student? | [ ]  Yes[ ]  No |
| Proposed Starting Salary (will need to be reviewed by Class & Comp): |  |
| **Unclassified** |
| Has a waiver of search been approved form EOA to directly appoint a person into this position? | [ ]  Yes[ ]  No |
| Will the recommended appointee possess required credentials at or before start date? | [ ]  Yes[ ]  No |