

The following is a guide for conducting staff recruitments at Oregon Tech. The tasks and duties have been separated according to the five stages of the Oregon Tech recruitment process. Actual stages may differ slightly between departments/divisions. Resources designed to assist relevant parties in completing the activities below can be found on the [Recruitment](#) and [Human Resources Systems](#) webpages.

Stage 1 – Recruitment Preparation & Approval

<input type="checkbox"/>	Position & Recruitment Costs	Estimate position costs: salary range, OPE, start-up, office space, etc. Identify pay index for position costs, relocation, recruitment, etc.	Department Chair/Director
<input type="checkbox"/>	Timeline	Develop anticipated recruitment timeline with appropriate stakeholders (e.g. search chair).	Department Chair/Director
<input type="checkbox"/>	Position Description (PD)	Create/update PD in HEROES . A PD template is available if PD needs to be developed outside of the system and then transferred to HEROES. For information on creating/updating the PD in HEROES, go to the Human Resources Systems webpage.	Department Chair/Director
<input type="checkbox"/>	Position Approvals	Submit position for approval in HEROES . For information on tracking the approval process in HEROES, go to the Human Resources Systems webpage. .	Department Chair/Director
<input type="checkbox"/>	Identify Search Committee	Identify potential search committee members (5-7). Strive for balance in gender, race, ethnicity. Consider including stakeholders from different departments.	Department Chair/Director
<input type="checkbox"/>	Recruitment Outreach Strategy	Develop recruitment and outreach strategy . Considering diversity implications. Identify professional associations, listservs, and other external ad sources .	Department Chair/Director
<input type="checkbox"/>	Notice of Vacancy (NOV)	Draft the job advertisements (ad) for use in external ad sources using the NOV development guidelines and other resources. <ul style="list-style-type: none"> Job ad templates (short & long) 	Department Chair/Director

Stage 2 – Recruitment Advertising & Outreach

<input type="checkbox"/>	Create and Submit Posting	Create and submit posting in HEROES using the position's PD. For information on creating the posting and tracking the approval process in HEROES, go to the Human Resources Systems webpage.	Department Chair/Director
<input type="checkbox"/>	Advertisement & Ad Sources	Identify advertising sources in HEROES posting. Attach completed advertisement to posting.	Department Chair/Director
<input type="checkbox"/>	Ad Cost Approval	Approve external ad sources and costs.	Dean/VP
<input type="checkbox"/>	Post Ad to External Sources	Post the ad in external advertising sources after posting is approved and posted to https://www.jobs.oit.edu .	Human Resources
<input type="checkbox"/>	Recruitment Outreach	<i>If applicable</i> , post a link to the posting on the HEROES applicant site to listservs and send to professional contacts. Send list of recipients to Human Resources .	Department Chair/Director Search Committee

Stage 3 – Screen Applications & Conduct Interviews

<input type="checkbox"/>	Complete Search Trainings	Work with HR to schedule and complete the HEROES search committee-related system training and Search Committee Best Practices Training .	Search Chair Search Committee
<input type="checkbox"/>	Review Applications	After the review/close date, review applications in HEROES using the position description, posting, and/or other established criteria/tools . As a committee, discuss all applicant material, develop strengths and weaknesses of top candidates.	Search Committee
<input type="checkbox"/>	Select Phone Interviewees	Select candidates for phone interviews. If required, provide list of candidates to the Department Chair/Director for review and approval. Contact HR with the list of candidates that will be phone interviewed so the Veteran Status report can be reviewed.	Search Chair Search Committee
<input type="checkbox"/>	Update Applicant Statuses	Change applicants' statuses in HEROES . Include legally defensible explanations for applicants not advanced in recruitment. For information on updating applicants' statuses in HEROES, go to the Human Resources Systems webpage.	Search Chair
<input type="checkbox"/>	Create Interview Questions	Create questions for the interview(s) using established tools and resources . Questions do not require HR approval. If input is requested, send to Human Resources .	Search Committee

<input type="checkbox"/>	Phone Interviews	Schedule and conduct phone interviews with selected candidates. Identify strengths and weaknesses of candidates after phone interviews.	Search Committee
<input type="checkbox"/>	Select On-Campus Interviewees	Select candidates for on-campus interviews. If required, provide list of candidates to the Department Chair/Director for review and approval.	Search Committee
<input type="checkbox"/>	Update Applicant Statuses	Update interviewed applicants' status in HEROES . Provide legally defensible explanations for candidates not advanced in recruitment. For information on updating applicants' statuses in HEROES, go to the Human Resources Systems webpage.	Search Chair
<input type="checkbox"/>	Prepare for On-Campus interviews	Develop on-campus interview format, schedule, and agenda. Work with associated stakeholders (e.g. Department Chair/Director, VP, etc.) to schedule individual meetings. Ensure a 30 minute meeting with the Benefits Consultant is included. Contact HR for temporary parking permits for candidates.	Search Chair
<input type="checkbox"/>	Schedule On-Campus Interviews	Invite selected candidates for on-campus interviews and coordinate travel arrangements, interview itineraries, and other details. Obtain permission from candidate(s) to share resume/CV with campus.	Search Chair
<input type="checkbox"/>	On-Campus Interviews	Conduct interviews. Identify strengths and weaknesses of candidates. Gather input from stakeholders using established tools and resources .	Search Committee
<input type="checkbox"/>	Update Applicant Statuses	Update interviewed applicants' statuses in HEROES . Include legally defensible explanations for applicants not advanced in recruitment. For information on updating applicants' statuses in HEROES, go to the Human Resources Systems webpage.	Search Chair

Stage 4 – Reference Checks & Hire Recommendation

<input type="checkbox"/>	Reference Check Preparation	Notify candidate(s) of your intention to contact references.	Search Chair
<input type="checkbox"/>	Conduct Reference Checks	Contact references, ideally the supervisor and other managers, using established tools & resources. Recommendation: contact 3 or more references for each finalist.	Search Chair
<input type="checkbox"/>	Candidate Evaluation	Send strengths, weaknesses, and potential contributions to Department Chair/Director.	Search Chair
<input type="checkbox"/>	Recommend for Hire	Change the final candidate's status to "Recommend for Hire" in HEROES . For information on recommending a candidate for hire in HEROES, go to the Human Resources Systems webpage.	Search Chair
<input type="checkbox"/>	Collect Committee Materials	Collect all committee materials used/created in the evaluation of candidates. Send to HR (Snell 111 or oithr@oit.edu).	Search Chair
<input type="checkbox"/>	Hiring Proposal	Review the recommendation for hire in HEROES . Create and submit hiring proposal for approval.	Department Chair/Director
<input type="checkbox"/>	Negotiate Compensation (<i>Administrative</i>)	After hiring proposal receives appropriate approvals and after HR has completed its reviewed of the of the search, negotiate compensation with selected finalist	Department Chair/Director
<input type="checkbox"/>	Negotiate Compensation (<i>Classified</i>)	After hiring proposal receives appropriate approvals and after HR has completed its reviewed of the of the search, HR negotiates compensation with selected finalist.	Human Resources
<input type="checkbox"/>	Finalize Hiring Proposal	Update hiring proposal with approved salary, start date, etc. in HEROES .	Human Resources
<input type="checkbox"/>	Create Offer Letter	Prepare formal offer letter and route for approvals.	Human Resources

Stage 5 – Hire & Onboard

<input type="checkbox"/>	Send Offer Letter	Send official offer letter to new hire.	Human Resources
<input type="checkbox"/>	Background Check	Order background check. <i>Employment is contingent upon a successfully completed background check.</i>	Human Resources
<input type="checkbox"/>	Onboarding	Provide onboarding resources to new hire and Department Chair/Director.	Human Resources

Recommended

<input type="checkbox"/>	Contact Unselected Interviewees	Call candidates who received on-campus interviews but were not selected, thank them for their interest, and encourage them to apply to future opportunities.	Department Chair/Director
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