

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

**Employment Policy and Hiring Procedures for
Administrative/Professional
Staff and Faculty**

**3-006
FISCAL SERVICES
July 2009**

POLICY

- 1.01 The guidelines to hire an A&P or faculty member at Oklahoma State University Institute of Technology are designed to assure that an approved position is in the budget, resources are available to support the position, a legitimate reason does exist for the position, affirmative action and equal opportunity procedures are followed, and that Oklahoma State University system-wide expectations embraced.
- 1.02 Most positions on the Oklahoma State University Institute of Technology campus are filled by campus-based administrative approval. Certain positions must be submitted to the Board of Regents for Oklahoma State University and the A&M Colleges before an offer is officially finalized.

PROCEDURES

- 2.01 A unit leader must submit a job description on *OSU Jobs* to the Office of Human Resources requesting authorization to fill a position.
- 2.02 The Office of Human Resources will submit it to the President for approval or denial.
- 2.03 If the request to fill a position is denied, the administrator taking the action will communicate the decision in written form to the unit leader and the Office of Human Resources.
- 2.04 If the request to fill a position is approved, the following procedures will be followed:
- A. The administrator taking the action will approve the job description and submit it through *OSU Jobs* to the unit leader and the Office of Human Resources.
 - B. The Office of Human Resources will post the position as appropriate.
 - C. The Office of Human Resources will receive all applications and nominations for the position through *OSU-Jobs*.
- 2.05 The unit leader will assemble an interview committee of not less than three, preferably five, individuals to evaluate and interview potential candidates.

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- A. The unit leader, with assistance from the Office of Human Resources, will provide the committee with a comprehensive orientation.
- 2.06 The unit leader and interview committee will have immediate access to all materials submitted by each applicant for the position through *OSU Jobs*.
- 2.07 Under the leadership of the unit leader, the committee will evaluate each qualified applicant and prepare a written document summarizing the committee's evaluation of each applicant.
- 2.08 When all applicants have been evaluated by the committee, at least three applicants will be selected for on-campus interviews.
- 2.09 The unit leader will inform the Office of Human Resources regarding the applicants selected for on-campus interviews.
- 2.10 The unit leader will develop and distribute a schedule for on-campus interviews.
- 2.11 The Office of Human Resources will immediately request a minimum of three written reference checks on all final applicants.
- 2.12 The unit leader with assistance from committee members will conduct third-party reference checks on each of the final candidates.
- 2.13 When all applicants have been interviewed the committee will select a minimum of two applicants to be interviewed by the President.
 - A. Unit leaders must communicate with the Office of Human Resources on all finalists in order to assure the promotion of a more diverse workforce as well as confirm compliance with affirmative action and equal opportunity employment laws.
 - B. If a female or minority is not among the final two applicants, the committee may need to continue to search for a qualified applicant before scheduling interviews with the President.
- 2.14 When an acceptable pool of applicants has been identified to be interviewed by the President, each applicant must be scheduled for personality profiling.
- 2.15 The unit leader will make arrangements for each applicant to be interviewed by the President.
 - A. At this time arrangements will be made for each applicant to meet with a staff member from the Office of Human Resources for a detailed explanation of fringe benefits.

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- 2.16 At least three days before a scheduled interview, the unit leader will provide the President with:
- A. Complete packet of materials for the applicant to include application, written references, third-party reference checks, resume, personality profile and other portfolio materials as appropriate.
- 2.17 At the conclusion of all interviews, the unit leader will consult with the President on each candidate.
- 2.18 If the decision is that a qualified and acceptable candidate is not in the pool, the position will be reopened and the search will continue until satisfactory resolution is achieved.
- 2.19 If a qualified and acceptable candidate is identified, the unit leader will arrange a background check with the Office of Human Resources. Upon confirmation of the background check returned and verified for employment, the unit leader will then extend an offer to the candidate at a monthly salary rate agreed to by the unit leader and President.
- 2.20 If the candidate accepts the offer, the unit leader will provide the candidate with a letter that details the terms and conditions of employment. The candidate must sign and return one copy of the letter for his/her official file in the Office of Human Resources.
- 2.21 The unit leader must submit a Recommendation for Change in Staff to the Office of Human Resources as well as complete the hiring information in *OSU Jobs* immediately upon a candidate's acceptance of an offer of employment.
- 2.22 The unit leader will collect all materials regarding each candidate from the members of the interview committee.
- 2.23 The unit leader will return all materials to the Office of Human Resources.
- 2.24 The Office of Human Resources will file and/or destroy all materials on each applicant.

Approved: August 1996
Revised: August 2006
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