

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

**Employment Policy and Hiring Procedures for  
Classified Staff**

**3-039  
FISCAL SERVICES  
July 2009**

POLICY

- 1.01 The guidelines to hire a classified staff 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.

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 a replacement position to the appropriate Vice President for approval or denial. A newly created position will be submitted to the President or his designee to ensure the position plays a legitimate part in the advancement of the institution as well as assure budgetary funds are available.
- 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. In some cases, a position may be opened for an internal search only.
  - C. The Office of Human Resources will receive all applications and nominations for the position through *OSU Jobs*.
- 2.05. The Unit Leader will choose to assemble an interview committee to evaluate and interview potential candidates.
- A. The Unit Leader, with assistance from the Office of Human Resources, will provide the committee with a comprehensive orientation.

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- 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, qualified 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 Office of Human Resources will immediately request a minimum of three written reference checks on all final applicants.
- 2.11 Unit leaders must communicate with 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.
- 2.12 If a qualified and acceptable candidate is identified, the Unit Leader will contact Human Resources to conduct a background check. When the background check is returned and satisfactory, the Unit Leader will extend an offer to the candidate at an hourly rate, consistent with the classified pay plan, agreed to by the Unit Leader and Vice President.
- 2.13 The Unit Leader must submit a Recommendation for Change in Staff to the Office of Human Resources as well as complete the step-by-step hiring information to close the job in *OSU Jobs* immediately upon a candidate's acceptance of an offer of employment.
- 2.14 The Unit Leader will collect all materials regarding each candidate from the members of the interview committee, if applicable.
- 2.15 The Unit Leader will return all materials to the Office of Human Resources.
- 2.16 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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