

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

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

**3-039  
FISCAL SERVICES  
July 2014**

POLICY

- 1.01 The guidelines to hire a nonexempt staff member at OSU Institute of Technology (OSUIT) 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 are embraced.

PROCEDURES

- 2.01 A supervisor must submit a job description to the Office of Human Resources for placement on *OSU Jobs*.
- 2.02 The supervisor or the Office of Human Resources will complete and submit a “Justification to Hire” to the unit leader for approval. Upon approval, the unit leader will forward to the President for approval or denial to fill a position. Note: Part-time and temporary positions do not need Presidential approval.
- 2.03 If the request to fill a position is denied, notice of the decision will be given 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 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. At the direction of the hiring administrator, the Office of Human Resources will advertise the open position in appropriate venues. In some cases, a position may be opened for an internal search only.
  - D. The Office of Human Resources will receive all applications and nominations for the position through *OSU Jobs*.
- 2.05 The hiring administrator will assemble an interview committee to evaluate and interview potential candidates.
- 2.06 The hiring administrator and interview committee will have immediate access to all materials submitted by each applicant for the position through *OSU Jobs*.

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- 2.07 Under the leadership of the hiring administrator, 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 hiring administrator will inform the Office of Human Resources regarding the applicants selected for on-campus interviews.
- 2.10 The hiring administrator, with assistance from committee members, will conduct reference checks on each of the final candidates.
- 2.11 Hiring administrators must communicate with the Office of Human Resources on all finalists in order to ensure 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 administrator will arrange a background check with the Office of Human Resources. Upon confirmation that the background check has been returned and verified for employment, the hiring administrator will then extend an offer to the candidate at an hourly or annual salary rate (dependent upon position status) as agreed to by the unit leader and the Vice President of Fiscal Services.
- 2.13 If the candidate accepts the offer, the hiring administrator 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.
- 2.14 The hiring administrator must submit a *Recommendation for Change in Staff* to the Office of Human Resources immediately upon a candidate's acceptance of an offer of employment.
- 2.15 The hiring administrator will collect all materials regarding each candidate from the members of the interview committee, if applicable.
- 2.16 The hiring administrator will return all materials to the Office of Human Resources.
- 2.17 The Office of Human Resources will file and/or destroy all materials on each applicant.
- 2.18 The Office of Human Resources will confirm the final status of all applicants and close the position posting on *OSU Jobs*.

Approved: August 1996  
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