Staff Hiring Policy and Procedure
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Staff Hiring Policy and Procedure

Policy: All staff must be hired following OUHSC guidelines.

Purpose: The Staff Hiring policy and procedure is to ensure all staff are hired following OUHSC guidelines.

Scope: Human Resources
Staff Hiring Procedure

1. Review the position

   1.1 Is this an existing position? A new position?
   1.2 How is the position funded?
   1.3 Is the classification appropriate or should the position be reclassified?

2. Prepare, review or update the position description

   2.1 Review the Position Description Questionnaire (PDQ) for essential job functions, this can be found on the HR website under Hiring.
   2.2 An essential function must meet at least one of the following criteria:
      - The position exists to perform this duty. Removing this function would fundamentally change this position.
      - A limited number of employees are available to do the function.
      - Person must have expertise to perform this duty.
   6. Complete a PDQ if this is a new position, request for reclassification of a vacant position, or a position description update to Central HR. You will receive email notification back when approved.

3. Initiate the recruitment process

   3.1 Prepare Job Requisition to announce vacancy.
   3.2 Obtain other necessary forms and approvals for recruitment.

4. Submit request to HR

   4.1 Submit requests for new position, reclassification or description update to HR Compensation.
   4.2 Submit job requisition requests to HR Employment. HR will notify you when your vacancy has been listed.

5. Prepare selection criteria

   5.1 Develop criteria for selecting candidates for interview
   5.2 Identify selection committee
   5.3 Develop interview guides. Contact HR for assistance.
   5.4 Submit completed Personnel Selection Report or other selection criteria to HR when hiring selection has been made.
7. **Complete background check for designated security sensitive positions**
   
   7.1 Send a completed background check authorization to HR Employment. NOTE: This is required for all OUHSC positions other than GTAs (Graduate Teaching Assistants) for Lawton and OKC.
   
   7.2 A conditional offer of employment is based on the candidate’s successful completion of the background check.
   
   7.3 The hiring department will be contacted when the background check is complete.

8. **Prepare appointment forms**
   
   9. Have employee complete New Hire Forms:
      
      - I-9
      - E-Verify
      - W-4
      - Automatic Deposit Transmittal
      - Staff Handbook Acknowledgement
      - Loyalty Oath
      - Computer Access Request
      - Vaccine History

   7.2 Submit PeopleSoft Electronic Personnel Action Form (ePAF) to complete the hire.

8. **New employee’s first day**
   
   8.1 Set up office space
   
   8.2 Schedule New Hire Orientation
   
   8.3 Get Employee ID Card
   
   8.4 Get Keys as needed from Lock Shop
   
   8.5 Request Parking Permit

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**Revision History**

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<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Jesse Clark</td>
<td>Assistant Dean of Finance and Administration</td>
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<tr>
<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed.</td>
<td>Jesse Clark</td>
<td>Assistant Dean of Finance and Administration</td>
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