
EMPLOYMENT STATUS AND RECORDS

EMPLOYING PERSONNEL

The purpose of this policy is to assure complete communications, necessary records and the employment of personnel, to provide proper controls in staffing complements and to ensure compliance with applicable laws. The employment function is centralized in the Human Resources Office.

Southwestern Oklahoma State University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or omissions in any of this information or data may result in the University's exclusion of the individual from further consideration for employment or termination of employment. All application materials are the property of SWOSU.

Replacement Position: When replacing a vacated position, the budget unit head will send a “Staff/Administrative Requisition Form” with an attached updated job description through administrative channels for authorization. All forms can be found on SWOSU’s web site.

New Position: All new regular status staff and administrative positions (not students or part-time) should be authorized by the President or his/her designee. When requesting a new position, the administrative supervisor will send a “Staff/Administrative Requisition Form” with an attached job description through administrative channels for authorization before forwarding to the Human Resources Office.

Advertising: Announcements of vacancies will be placed by the Human Resources Office for internal and external viewing. Supervisors may decide to open a position within the department first if they choose. All interdepartmental employees will be advised in writing of the position available and the application process from the supervisor.

Screening and Selection: The administrative supervisor will utilize a selection committee to assist with the selection process when hiring for exempt level positions. All complete applications will be picked up from the Office of Human Resources. The Search Committee Chair determines the type of screening, interviewing, and selection process to be used. While SWOSU does not mandate a specific number of interviews to be conducted, hiring units are expected to interview an adequate number of applicants to ensure the best match with the vacancy’s requirements. The Human Resources Office provides interviewing materials as well as workshops as requested, and will assist in any step of the screening/hiring process. The selection committee and chair are charged with ensuring that the selection process abides by SWOSU’s Equal Employment Opportunity policy.

The selection committee chair or a committee member will complete reference verifications. A Reference Check Form may be used as a guide, completed and returned to the Human Resources Office. The Search Committee Chair may make a conditional offer to the successful candidate

contingent upon background check results. The Search Committee Chair will contact Human Resources of the successful candidate to be contacted. The Office of Human Resources will conduct a background check with a signed Release Authorization Form from the successful candidate and notify the Committee Chair with the results of the background check indicating approved or non-approved. If approved, the committee Chair will notify the successful applicant and set a start date. Human Resources will discuss or correspond with the applicant regarding the failed background check.

Documentation: The personal notes taken by committee members prior to taking action, including making a recommendation, may be kept confidential. Therefore, generally, the only records from a search committee that will need to be retained under the Oklahoma Open Record mandates are:

- the final committee's (as a whole not individuals) recommendations, and
- notes made from the reference checking process. These may be rewritten or typed in a more complete manner, if desired.

Any records from an applicant search process that is subject to the Open Records mandates are to be forwarded to the Human Resources Office for retention.

Note: It is not necessary for individual committee members to forward or retain their personal notes. However, in the event that the hiring decision is legally challenged, and personal notes still exist, it would be necessary to preserve and produce them.

The Selection Committee Chair will complete the Candidate Interview Summary Form and forward it to Human Resources along with all applicant folders.

Notification Process: The Office of Human Resources is responsible for notification to all applicants that the position has been filled. The search committee may also notify applicants.

It is the supervisor's responsibility to ensure that the new employee reports to the Office of Human Resources on or before the first day of work. The Office of Human Resources will make an appointment with the successful candidate to complete the official employment process. An Employment and Pay Action Form will be generated by the Office of Human Resources on all new employees. The employee will return to the department with an Authorization to Work form from the Office of Human Resources prior to beginning employment.