



HSBC HR USE ONLY: Posting#: P _____ Approved: _____ Posted Email: _____
Initials Date Date

INSTRUCTIONS

- 1. Complete this form and submit it as an electronic, editable version to HSBC.HR@oregonstate.edu for processing.
NOTE: To avoid any processing delays, be sure to fully complete the form, especially the required fields (*).
2. Once the student position has been approved, the recruitment is required to be posted on the OSU Jobs website for at least «a; () business day.
3. After a student candidate is selected, complete and submit the Student Hiring Form.

IMPORTANT

The student may not perform any work until you have received notification from HSBC HR, confirming that:

- Criminal History Check (CHC) and/or Motor Vehicle History Check (MVHC) clearances have been received, if applicable.
• The student has completed the required hiring paperwork with HSBC HR.

1. Hiring Unit Information

Hiring Unit*: _____

Submitted By*: _____ Phone*: _____

Supervisor*: _____ Supervisor Phone*: _____

2. Student Position Information

Position Title*: _____

Job Category:

Auto-generated field based on "Position Title" selected (left).

Job Title/Working Title*: _____

EXAMPLE: Laboratory Assistant

Ensure the Job Category (right) best describes the student position. If it does not, select a different "Position Title" from the drop-down menu (left).

Location*: _____ Hours per Week*: _____

Empty box for Job Category selection

3. Description of Student Position

Position Summary*: Briefly summarize why the student position exists and its role in achieving program objectives. You may want to include information on the college, department/school, program, and position.

Large empty box for Position Summary

Position Duties*: Describe the major or most important duties performed by this position. Be clear about the overall function and specifics of work performed. Include the percentage (%) for each duty listed.

IMPORTANT: The percentage (%) for each duty must add up to a total of 100%.

Minimum Qualifications*: List qualifications that any applicant must possess in order to perform the duties of the student position.

Preferred Qualifications: List qualifications that you prefer applicants possess, but are not required.

Work Conditions/Work Schedule: Briefly describe if outside of a typical office environment.

4. Special Conditions of Employment

Use the [Special Conditions of Employment Worksheet](#) (under "Other Forms") to determine if the student position requires a **Criminal History Check (CHC)** and/or a **Motor Vehicle History Check (MVHC)**.

Will this student position require a **Criminal History Check (CHC)?*** YES NO

Will this student position require a **Motor Vehicle History Check (MVHC)?*** YES NO

Will this position be required to stay overnight with participants as a chaperone or counselor as a part of a camp or experience program?*

YES NO

5. Posting Details

Number of Vacancies*: _____ Anticipated Position Start Date*: _____ Anticipated Position End Date*: _____
MM/DD/YYYY *MM/DD/YYYY*

Anticipated Posting Date*: _____ Full Consideration Date: _____ Anticipated Closing Date*: _____
MM/DD/YYYY *MM/DD/YYYY* *MM/DD/YYYY*

OPTIONAL. If used, date must be 3 business days after the posting date.

* Required Field

Establish a continuous recruitment pool?* YES NO

If establishing a continuous recruitment pool, the following statement will be included in the "Special Instructions to Applications" section of the posting:
"Review of resumes, interviewing, and hiring may begin after the position has been posted for three business days and will continue throughout the posting period as needed."

Name of contact person(s) to be listed in the posting*: _____

Indicate how you intend to recruit for this student position*: _____

Hourly Pay Rate/Range*: _____ *(NOTE: Effective July 1, 2017, minimum wage is \$10.25 in Corvallis and \$11.25 in the Portland Metro Area. For additional information please see [Student Pay Rates](#).)*

Requesting an hourly pay rate or range above the maximum student hourly rate of \$16.50 (Standard/Portland Metro) \$16.00 (Non-Urban) requires justification and approval from the Office of Human Resources. See [Request to Pay Above Student Hourly Maximum Form](#) (under "Student Employee Recruitment & Hiring") for information.

6. Application Materials & Instructions

Applicants will be required to apply within the application system and upload their resume/CV and a cover letter as part of their application.

Would you like applicants to submit any other documentation (e.g., writing sample, graphic design sample, etc.)?

If yes, please describe document(s) below.

Would you like to ask posting specific question(s) applicants must answer as part of their application?

If yes, please list question(s) below.

7. Funding Information

Please provide the funding information this student position is to be paid from.

IMPORTANT: The Labor % must add up to a total of 100%.

If you have any funding source questions or need additional information, please contact the **HSBC Finance Team** at BC.HealthSciences@oregonstate.edu.

INDEX*	ACCT	ACTIVITY CODE	LABOR %*
	10501		
	10501		
	10501		

TOTAL LABOR % = _____

8. Additional Information

Please provide any additional information concerning this student posting that may help HSBC HR process the request.

Send the electronic, editable version of the fully completed form to HSBC.HR@oregonstate.edu.