



Personnel Hiring Protocol

The purpose of this document is to provide guidance for hiring personnel for the Consortium. It is provided in a Checklist format to assist administrative staff in assuring all activities is complete prior to hiring new employees.

- Job Description: A clearly defined job description must be created and forwarded to the OSEC office with copies to be sent to the OSEC Business Office.
- Advertisement: All jobs will be advertised for a minimum of two weeks. Jobs will be posted on the OSEC web site and other newspapers/magazines as deemed appropriate for the area of expertise being sought. An advertisement for placement form must be filled out and forwarded to the business office.
- Applications All applicants will submit an OSEC application, resume, college transcripts (when applicable) and appropriate certificates as defined by job description. Applications and all documentation will remain the property of OSEC and will be held on file for three years after the process is completed at which time documents for those who are not selected will be destroyed.
- Search Team A team of OSEC employees will be brought together at the Executive Director's discretion to review applications for hiring. Due to distances involved, the team may be limited to a single person working with the Executive Director.
- Initial Interview The search team will review applications and select the people to interview. The purpose of the initial interview is to determine if the applicant is qualified to do the work described in the job description, is willing and able to complete the work within the confines of OSEC operations and to answer questions from candidates.
- Background Check The Search Team chairperson will conduct a background check of the top applicant that will include previous employers. Criminal background checks will be conducted for all positions.
- Recommendations The search team chairperson will make a recommendation to the Executive Director for hiring which includes a recommendation for salary rate and background check information. The OSEC Board will consider the recommendation and approve or disapprove the recommendation and rate.

- Second Interview The Search Team chairperson, and Executive Director if deemed appropriate, will conduct a second interview to negotiate salary rates and to describe benefit packages.

- Contract Signing Upon completion of the Second Interview a contract will be developed between OSEC and Applicant. The signed contract will outline rate of pay and benefit package and will include a copy of the job description. Personnel Contracts will be signed by the OSEC Board Chairperson and the business manager.

- Filing Once contracts are signed a complete file will be maintained at the OSEC Business Office that includes the job description, all applicant documentation, background check information and final contract.