



# Oregon

Tina Kotek, Governor

## Department of Administrative Services

Chief Human Resources Office

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### MEMORANDUM

**To:** Agency Human Resources Directors and Managers  
**From:** Jessica Knieling, Chief Human Resources Officer  
**Date:** July 22, 2025  
**Subject:** Addendum A – Recruitment and Selection 40.010.02

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***Boldened and italicized*** text reflects revisions and additions to current policy language.

**Policy Statement:** *As of July 22, 2025, the Executive Branch of state government modifies the Recruitment and Selection policy to align with existing statewide CHRO policies.*

**Policy Authority:** ORS 240.145(3), 240.012, 240.013, 240.015, 240.145, 240.195, 240.250, 240.306, 240.309, 240.425, 240.570, 650A.036, 659A.043, 659A.046, 659A.052

**Applicability:** All employees where not in conflict with an applicable bargaining agreement, excluding temporary employees except where noted.

**Attachments:** None

### **Policy Amendments**

Effective July 22, 2025, the Recruitment and Selection policy is amended as follows:

#### (2) Types and Order of Applicant Lists

##### (B) Agency Layoff List

(ii) The list shall consist of ~~permanent and seasonal~~ employees who completed initial trial service with Oregon state government and separated ~~in good standing~~ due to layoff ~~or demotion in lieu of layoff~~.

Questions should be sent to [CHRO.Policy@oregon.gov](mailto:CHRO.Policy@oregon.gov)