



Oregon

Tina Kotek, Governor

Department of Administrative Services

Chief Human Resources Office

155 Cottage Street NE

Salem, OR 97301

FAX: 503-378-6879

MEMORANDUM

To: Agency Human Resources Directors and Managers
From: Jessica Knieling, Chief Human Resources Officer
Date: August 5, 2025
Subject: Addendum B – Recruitment and Selection 40.010.02

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

Policy Statement: *As of August 4, 2025, the Executive Branch of state government modifies the Recruitment and Selection policy to clarify eligibility for the Agency Layoff List*

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 August 4, 2025, the Recruitment and Selection policy is amended as follows:

2) Types and Order of Applicant Lists

(b) After fulfillment of the requirement in (2)(a), other eligible lists may be used when making an appointment.

(A) Transfer List: Refer to State HR Policy, 40.045.01 Transfers

(B) Internal List: A list of agency employees or state employees who apply and are qualified for the position.

(i) Active temporary employees may be included where not in conflict with an applicable collective bargaining agreement

(ii) ***Separated employees who were active and submitted an application prior to the application close date, unless separated for cause.***

Questions should be sent to CHRO.Policy@oregon.gov