



Oregon

Tina Kotek, Governor

Department of Administrative Services

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MEMORANDUM

To: Agency Human Resources Directors and Managers
From: Jessica Knieling, Chief Human Resources Officer
Date: September 26, 2025
Subject: Addendum C – Recruitment and Selection 40.010.02

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

Amendment Purpose: ***As of September 26, 2025, the Executive Branch of state government modifies the Recruitment and Selection policy due to new legislation (House Bill 3187) passed in the 2025 legislative session.***

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.030***, 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: [Recruitment Toolkit](#)

Policy Amendments

Effective September 26, 2025, the Recruitment and Selection 40.010.02 policy is amended as follows:

(1) Recruitments

- (a) A person shall follow the job posting instructions and submit an official Oregon state government application within the designated time-period. Agencies have the right to exclude or disqualify applicants for failing to follow job posting instructions and timelines.
- (b) Hiring agencies may require a resume and/or cover letter to be attached to the initial application but shall not require additional materials. Additional materials such as transcripts, responses to essay questions, or work samples may be requested from applicants who advance in the selection process.

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(c) Hiring agencies shall not require an applicant to possess or present a valid driver license unless the ability to legally drive is an essential function of the job or is related to a legitimate business purpose.

(d) Hiring agencies shall not request or require an applicant's age, date of birth, nor attendance or graduation dates of an educational institution prior to completing an initial interview. If there is no initial interview, then agencies shall not request such information prior to making a conditional offer of employment. Exceptions are permitted only when age, date of birth, attendance or graduation dates are required to:

(A) Affirm that the applicant meets bona fide occupational qualifications; or

(B) Comply with any provision of federal, state or local law, rule or regulation.

An agency may only require the specific information needed to validate qualifications or compliance under (A) or (B) above.

~~(d)~~ (e) Any recruitment and selection process shall be competitive, unbiased, and of such content as to assist in determining an applicant's qualification to perform the work. This may include but is not limited to inclusive job postings and diverse interview panels which reflect the community being served.

~~(e)~~ (f) Hiring agencies shall post a job opportunity for a minimum of seven calendar days when filling vacancies through an internal and/or external recruitment process using the Oregon Jobs page.

(A) Job postings shall include all requirements provided in State HR Policy 10.000.01 Definitions.

~~(f)~~ (g) Hiring agencies shall conduct thorough reference checks to verify statements contained in an application or statements made in an interview and secure further information concerning the applicant's qualifications and suitability prior to making an offer of employment. Reference checks include contacting other state agencies and public employers. An agency may make decisions about whether to hire a candidate if material information is obtained that affects the applicant's experience, education, training, or suitability.

~~(g)~~ (h) Hiring agencies shall develop a process for responding to applicants' concerns regarding the selection process.

~~(h)~~ (i) Criminal background checks may not be conducted prior to the interview stage of hiring, except for positions in law enforcement and criminal justice.

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