



Board and Commissions Overview

Quick Reference Guide

Overview Executive Appointments Process in Workday— Non-Full-time Boards

This quick reference guide displays the various tasks that take place and who can complete them during the requisition, recruiting, hiring and on-boarding processes along with a link to the job aid. *Please note the hire process is outside the scope of the Governor’s Executive Appointments Office. Board Administrator Partners are encouraged to reach out to their HR contact for assistance if needed.

Candidates Search and Apply	Refer to Job Aid/Links
<p>1. Candidates apply to the evergreen job requisition for each board they want to be considered for. Members seeking reappointment will need to apply as well. There are two different job posting sites. Candidates will need to apply through the appropriate site based on the criteria outlined in the right column.</p> <p>2. After clicking on the appropriate link, Candidates will type in the name of the board in the search engine and follow the steps to submit an application.</p> <p>Please note that only completed applications will be processed and considered for appointment. A complete application includes the following:</p> <ul style="list-style-type: none"> • Contact Information • Short Personal Bio • Responses to Supplemental Questions • Demographic Questions • Uploaded Resume (pdf only) • Voluntary Disclosures • Background Check Questions 	<p>New Applicants and Applicants/Current Board member with a CW number:</p> <ul style="list-style-type: none"> • Go to the Boards and Commissions Workday career site: Workday External Career Site • Instructions to apply: Search for jobs and Apply: External Candidate <p>Applicants who are Current State Employees or Current Board Members with an OR number:</p> <ul style="list-style-type: none"> • Log in to Workday: Workday • Instructions to apply: Jobs, search & apply <p>If applicants don't know their OR or CW number, or are unsure if they have one, please direct them to reach out to the contact for the board or commission they are applying to. Contact information can be found here. Note: We are currently changing board members with CW numbers over to OR numbers.</p>
Evergreen Process	Refer to Job Aid
<p>3. The Executive Appointments Office screens the applications for completeness and moves candidates to 'Review for Recommendation' for the Policy Advisors and Board Administrator Partners to review.</p> <p>*Please note that if you see an Applicant in the 'Screen' step, it is because the Executive Appointments Office is still waiting for the Applicant to complete the subsequent Gender Identity and Personal Information tasks that come up directly after the application is submitted. Only completed applications will be moved to the 'Review for Recommendation' step.</p>	



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<p>4. The Policy Advisor and Board Administrator Partner will review candidate applications. After Policy Advisors and Board Administrator Partners discuss candidates, the Policy Advisor will submit an official recommendation to the Executive Appointments Office (internal process).</p> <p>*Please note that at this time, there is no action needed from Policy Advisors or Board Administrator Partners in Workday. The Executive Appointments Office will only consider official recommendations that are submitted by Policy Advisors through an internal process (not outlined here).</p>	<p>Board and Commission Candidate, review, recommend, undo move *Please disregard the 'recommend and undo move' instructions. At this time, Policy Advisors and Board Administrator Partners will only need to 'review' candidates in Workday.</p> <p>Board and Commission Role, request and remove Only individuals assigned the Policy Advisor or Board Administrator Partner role in Workday are given access to review applications. Please follow the instructions outlined in this job aid to request changes to role assignment.</p>
<p>5. After receiving official recommendations, the Executive Appointments Office will move candidates to 'Recommend for Appointment' in Workday. At this stage, candidate background information will be captured in a report that is shared with DOR and OSP. The Executive Appointments Office will notify DOR and OSP that the report is ready which will then prompt DOR and OSP to conduct background checks and update the spreadsheet in Drive. If there are items that require attention, the Executive Appointments Office will work with the Policy Advisor and the Candidate on a case-by-case basis.</p>	<p>Workday Drive Overview</p>
<p>6. The Executive Appointments Office presents officially recommended candidates to the Governor for consideration.</p> <ul style="list-style-type: none"> For non-Senate appointments, memos are presented monthly (timeline in the next column) For Senate confirmed appointments, candidates must be nominated by the Governor and confirmed by the Senate. The timeline is dependent on the Legislative Assembly. 	<p>Timeline for non-Senate appointments:</p> <ul style="list-style-type: none"> 1st of every month: Applications are due 10th of every month: Policy Advisor recommendations due to Executive Appointments Office 15th of every month: Executive Appointments Office submits recommended candidates to the Governor 30th of every month: Governor approves candidates (<i>tentative</i>)
<p>7. Upon approval from the Governor/confirmation from the Senate, the Executive Appointments Office sends new appointees a Welcome Email which includes a link to the following:</p> <ol style="list-style-type: none"> Oath of Office; Self-Attestation Form; Other onboarding materials. <ul style="list-style-type: none"> The Executive Appointments Office sends relevant Policy Advisors and Board Administrators an email with the New Appointee List to notify them of new appointments to their respective board. 	



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<ul style="list-style-type: none"> In addition, the Executive Appointments Office will send the New Appointee List to the Board & Commission Administrator who will share with Recruiters for each agency/board to complete the subsequent steps. 	
Position Requisition Process	Refer to Job Aid
8. The Recruiter for each agency/board builds the position requisition for each candidate and moves approved/confirmed candidates to the position requisition.	Candidate will no longer be visible on the evergreen requisition. Policy Advisors and Board Administrator Partners can still search by candidate name (example "cand:Lucy Diamond").
9. The Recruiter moves approved/confirmed candidate to 'Ready for Hire'.	Board Administrator Partner will receive a Hire task in Workday inbox. If you have questions, please contact the designated Recruiter for the board. If you still have question, submit a Workday help ticket and the Board & Commissions Workday Administrator will be happy to help you.
Hire Process	Refer to Job Aid
10. Board Administrator Partner will complete the hire process.	Recruiting_Hire,boardmember_JA.pdf (oregon.gov)
11. Board Administrator Partner will enter compensation if appropriate per the attestation form.	Compensation_Change,boardmember_JA.pdf (oregon.gov)
12. Board Administrator Partner will upload the member's attestation form into the Member's profile using the category Compensation Employee View.	GenNav_Document,upload_JA.pdf (oregon.gov)
13. Board Administrator Partner may need to assist Member with signing into Workday.	Password and Challenge Questions, reset
14. Board Administrator Partner will complete the I-9 verification process.	HCM_Core HR I-9 Process_JA.pdf (oregon.gov)
15. Board Administrator Partner will update Member's business title.	HCM_CoreHR_Business and Position Title Change_JA.pdf (oregon.gov)
16. Board Administrator Partner will ensure Member's personal information and work contact is added.	HCM_CoreHR_Home Contact Change_JA.pdf (oregon.gov)
17. Board Administrator Partner will ensure Member's demographic information is added.	Ethnicity Visual Survey
18. Board Administrator Partner will monitor ongoing training.	Required Learning Report



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Other Resources	Contact
HB 2992, Self-Attestation Form, Compensation Questions	Sherry Kudna: Sherry.KUDNA@das.oregon.gov
Workday Technical Help	Online: Communications_HelpDeskTicket.create.view.reply_JA.pdf (oregon.gov) Phone: 503-934-3500
Workday Learning	State of Oregon: Employee resources and state workforce - Instructions for all users within Workday Learning
Board and Commission Training Questions	Brandy Meng: Brandy.MENG@das.oregon.gov
Executive Appointments Process Questions	Governor's Executive Appointments Office Executive.Appointments@Oregon.gov