

Authority:

- Approved by the President
- Labor Standard Act
- Labor Contract Act
- Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment
- Act for Securing the Proper Operation of Worker Dispatching Undertakings and Improved Working Conditions for Dispatched Workers
- Act on Improvement, etc. of Employment Management for Part-Time Workers
- Act for Employment Promotion etc. of Persons with disabilities
- Act on Employment Security, etc. of the Elderly, etc.
- Employment Security Act
- Act on the Protection of Personal Information Held by Incorporated Administrative Agencies (Personal Information Protection Act)

## **Chapter 31 Hiring Process**

### **31.1 Policy**

The OIST Graduate University encourages qualified candidates to apply for employment with the University and seeks to hire those individuals who best meet the needs of the University. In its recruitment and hiring practices, the University is committed to providing both employment and career development opportunities because this benefits both the individual and the University.

The University is also committed to equal opportunity employment policies and procedures and will ensure that all forms of recruitment provide equal opportunity for underrepresented populations, such as women and minorities.

### **31.2 General Considerations**

[Selection process rules \(31.3.2\)](#) do not apply to faculty members, except for 31.3.2.5. Please refer to the [Faculty Handbook](#) for guidance with regard to faculty.

### **31.3 Rules**

#### **31.3.1 Advertisement**

31.3.1.1 In general, all job opportunities at the University must be posted internally and externally on the [University website](#).

31.3.1.1.1 In order to assure career development within the University, information about the employment opportunity will be posted on the internal website only, as determined by the [Hiring Executive](#) in consultation with the [Hiring Approver](#).

31.3.1.2 To ensure that as many people as possible have adequate opportunity to view and apply for jobs at the University, information about the employment opportunity must be posted for a certain period of time.

31.3.1.3 No posting of employment opportunity will be made if the position is part of a predetermined career path, is merely a reclassification due to change in duties, or resulted from a reorganization. These and any other posting exceptions must be approved by the Vice President for Human Resource (VPHR).

### **31.3.2 Selection**

31.3.2.1 University employees in principle, are hired following transparent and fair selection. This process normally includes reviewing application documents and conducting employment interviews by the [Hiring Executive](#). Additional steps, such as checking references, may be conducted when the Hiring Executive, in consultation with the HR Management Section, determines it to be necessary.

31.3.2.2 Selection Committee. An advisory selection committee is formed when the [Hiring Approver](#) considers it necessary. The committee may include external experts in addition to University employees. The committee will conduct collective reviews of candidates and offer advice and recommendations concerning the candidates.

31.3.2.3 All applicants for employment must be processed through the HR Management Section or/and Academic Human Resources Section.

### **31.3.3 Travel Reimbursement for Candidates**

The University reimburses employment candidates for reasonable expenses incurred when traveling to the University or any other convenient place for an employment interview. To be eligible for reimbursement, candidates must be invited to the interview by the University and must follow the [Travel Policy regarding recruitment](#).

### **31.3.4 Documents to be Submitted**

Details are described in Article 12, [Rules of Employment](#) and Article 12, [Rules of Employment for Part-time Employees](#).

### **31.3.5 Probationary Period**

Details are described in Article 13, [Rules of Employment](#) and Article 13, [Rules of Employment for Part-time Employees](#).

A newly hired employee, must serve a probationary period, to allow him/her time to become proficient in the basic responsibilities of a new position, and permit the [Hiring Executive](#) to evaluate the individual's performance and suitability for the position.

31.3.5.1 Any decision about an extension of the Probationary Period or about dismissal of the employee must be approved by [the Approver](#) (in consultation with

the selection committee, if one was formed for selecting the new hire for the position).

### **31.3.6 Reassignment (Transfer) and Temporary Transfers**

#### **31.3.6.1 Eligibility:**

University employees are eligible to apply for a different position after 6 months in their current position. The 6 month requirement may be waived if approved by the Vice President for Human Resource (VPHR). However, employees are not allowed to apply for other positions during the probationary period.

31.3.6.2 Other details are described in Article 61 and 62, [Rules of Employment](#) and Article 55 and 56, [Rules of Employment for Part-time Employees](#).

## **31.4 Responsibilities**

### **31.4.1 Hiring Executive**

The [Hiring Executive](#) must follow the established rules and procedures to ensure that equitable and efficient hiring practices are used throughout the University. Delegation of the hiring process role, for below Manager-level employees, may be allowed at the discretion of the Hiring Executive, to the Supervisor of Section or Unit. Even in this case, however, the Hiring Executive remains responsible for the hiring process including the final decision and is accountable for the supervision of relevant employee.

### **31.4.2 HR Management Section**

The HR Management Section is responsible for posting jobs, processing applications, and providing necessary support to the [Hiring Executive](#). The HR Management Section serves as the secretariat of the selection committees.

### **31.4.3 Newly hired employees**

Newly hired employees must submit documents specified in Article 12, [Rules of Employment](#) and Article 12, [Rules of Employment for Part-time Employees](#). Employees must inform HR Operations Section without delay, when any changes occur to details stated in the documents.

## **31.5 Procedures**

### **31.5.1 How to Request a job opening.**

31.5.1.1 When the need to fill a position is identified, the job description will be approved after the prescribed procedures are completed, and the job description will be opened upon receipt of approval. The [Hiring Executive](#) is accountable for making the job description when requesting approval.

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### **31.5.2 Hiring Process after Selecting Candidates.**

31.5.2.1 The [Hiring Executive](#) initiates the prescribed procedures to proceed with

the hiring process and submit a request for hiring approval.

31.5.2.2 With approval of the [Hiring Approver](#), the HR Management Section sends out the employment documents including the employment agreement to the selected candidate.

### **31.5.3 Background Check**

OIST Graduate University is committed to provide a safe and secure workplace to foster outstanding research environment with qualified employees. To this end, OIST may conduct Background Checks to verify academic and employment history as part of the condition of employment. When conducting background checks, OIST will comply with relevant Japanese laws and the University's Policies, Rules and Procedures.

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### **31.5.4 Relocation**

To obtain more information, consult the "[Relocation Allowance Guidelines](#)".

### **31.5.5 OIST ID Card**

To issue OIST ID Card, please refer to "[Regulations for OIST ID Cards](#)".

## **31.6 Forms**

See [HR website](#)

## **31.7 Contacts**

### **31.7.1 Policy Owner**

Vice President for Human Resource (VPHR)

### **31.7.2 Other Contacts**

HR Management Section

## **31.8 Definitions**

### **31.8.1 Hiring Executive**

Hiring Executive is a Senior Level Executive with the ultimate decision on offering a job to potential candidates.

### **31.8.2 Hiring Approver**

Hiring Approver is a person who has an authority to approve the job description and the hiring process. Hiring Approver is normally the Vice President for Human Resource (VPHR), but the Hiring Approver may be the President with regard to [Senior Level Executives](#) and other positions specified by the President.