

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, some vacant or new positions may 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 all potential internal and external qualified candidates have adequate opportunity to view and apply for jobs at the University, any notice of a vacant or new position must be posted for at least five business days before an employment offer may be made.

31.3.1.3 Exceptions to the requirement for website posting of employment opportunities may be granted 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 competitive process. 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 Recruiting Section, determines it to be necessary.

31.3.2.3 Selection Committee. An advisory selection committee is formed when hiring a Permanent Employee or 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.

31.3.2.4 To hire the Senior Level Executive provided in item 7, paragraph 2, Article 6 of the Bylaws, the CEO/President must obtain an approval from the [Board of Governors](#).

31.3.2.5 All applicants for employment must be processed through the Recruiting 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 Recruiting Section 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 for special circumstances with approval by the Vice President for Human Resource Development (VPHR).

31.3.6.2 Other details are described in Article 60 and 61, [Rules of Employment](#) and Article 54 and 55, [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 Recruiting Section**

The HR Recruiting Support Section is responsible for posting jobs, processing applications, and providing necessary support to the [Hiring Executive](#). The Recruiting 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 Management Section without delay, when any changes occur to details stated in the documents.

## **31.5 Procedures**

### **31.5.1 How to Request a New Position.**

31.5.1.1 When the need to fill a position is identified, the [Hiring Executive](#) must apply with a Personnel Requisition through the Talent Mobility Form (hereinafter referred to as “TMF”). The [Hiring Executive](#) must be accountable for identifying hiring needs, developing the job description, for the position before requesting.

31.5.1.2 The Recruiting Section initiates job posting upon receiving the Personnel Requisition through TMF. [link: [31.3.1](#)]

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

31.5.2.1 The [Hiring Executive](#) complete a Personnel Action through TMF to proceed with the hiring process Other related documents [link: [31.6](#)] should also be submitted to Recruiting Section.

31.5.2.2 With approval of the [Hiring Executive](#) and the Approver, the Recruiting 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 the condition of employment. When conducting background checks,

OIST will comply with relevant Japanese laws and the University's Policies, Rules and Procedures.

**31.5.3.1** The candidate accepts an offer and signs the declaration to acknowledge Background Check. The third-party administrator contacts the candidate to obtain his/her personal information.

**31.5.3.2** OIST Graduate University reviews the Background Check report and informs the candidates of the final result.

### **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**

Recruiting 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 [[link: 30.2.2](#)] and other positions specified by the President.