

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.

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 [[link: 31.3.2](#)]. Please refer to the Faculty Handbook [[link: 3.1](#)] 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 [[link: http://www.oist.jp/](#)].

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 [\[link: 31.8.1\]](#) 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 Gender Equality and Human Resource Development (VPGEHR).

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 HR Management 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 [\[link: 31.8.2\]](#) 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. [\[link: 2.2\]](#)

31.3.2.5 All applicants for employment must be processed through the HR Management 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 HR Management Section and must follow the Travel Policy regarding recruitment, [\[link: 29.2.6\]](#)

31.3.4 Documents to be Submitted

Details are described in Article 12, Rules of Employment and Article 2.2, Rules of Employment for Part-time Employees.

31.3.5 Probationary Period

Details are described in Article 13, Rules of Employment and Article 2.4, 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 (31.3.5.2) or about dismissal of the employee (31.3.5.3) 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 Gender Equality and Human Resource Development (VPGEHR).

31.6.2

Other details are described in Article 58, Rules of Employment and Article 2.4, 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[\[link: \]](#), Rules of Employment and Article 2.2[\[link:\]](#), 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 HR Management 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 HR Management Section.

31.5.2.2 With approval of the Hiring Executive and the Approver, the HR Management Section, sends out the offer letter to the selected candidate.

31.5.3 OIST ID Card

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

31.6 Forms

See HR website [link: <http://hr.oist.jp/recruit/index.html>]

31.7 Contacts

31.7.1 Policy Owner

Vice President for Gender Equality and Human Resource Development
(VPGEHR)

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 Gender Equality and Human Resource Development (VPGEHR), 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.