

### **Transcripts**

If you are using education (a degree or coursework) to qualify for this position, transcripts must be submitted for all required or related courses. (A copy of your diploma will not substitute for the required transcripts.) Transcripts can be official or unofficial at time of application. If you are using your education to meet the minimum qualifications and do not attach your transcripts your application may be removed from consideration.

For application purposes, scanned copies are acceptable. Transcripts must be from an accredited institution and clearly show (1) your name, (2) the name and address of the institution, (3) the degree received and date conferred, and (4) required courses completed with a passing grade. The official or original degree documentation may be requested for education validation.

### **Criminal Records Check**

Finalists will be subject to a computerized Criminal History and Driver and Motor Vehicle Services check, as well as a thorough employment reference check. Adverse background data may be grounds for immediate disqualification.

### **Salary Information**

Beginning salary for employees new to state service is determined following an assessment of the finalists relevant education, training, and experience compared to current state employees in the same classification.

Upon hire Human Resources will perform a status check with the Public Employee Retirement System (PERS). If you are eligible for PERS contributions upon hire, your salary will be increased by 6.95% and 6% will be automatically subject to a mandatory employee contribution to PERS as bargained for SEIU represented employees. If you must serve an eligibility waiting period with PERS, the 6.95% increase will be effective once PERS eligibility has been met.

### **Veteran's Preference**

Oregon State government provides qualifying veterans and disabled veterans with preference in employment. In our new hiring system Workday, please indicate that you are a veteran in your user profile, but do not attach any supporting documents. We will contact you in a follow-up request for your military documents, to confidentially verify your status and note your preference points in Workday. Thank you for your patience as we transition to this new hiring system. For more information regarding veterans preference in employment, please visit the Department of Administrative Services at <http://www.oregon.gov/jobs/Pages/Veterans.aspx> or you may call the Oregon Department of Veterans' Affairs at 1-800-692-9666.

### **Special Information**

If you require an alternate format in order to complete the employment process, you may call Recruitment Services at (503) 947-4328 or TTY (800) 735-2900 for the hearing impaired. Please be prepared to leave a message describing the alternate format needed.