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|--|--------------------|-------------------------|-----------------|
| Employee Name (Last, First) | | Employee I.D. # 918- | |
| Employee Email Address @oit.edu | Employee Telephone | Work Location | Office Location |
| Employing Department | | | |

Appropriate Use Statement

As a user of **Hootie's Employee Recruitment, Onboarding, and Exiting System (HEROES)**, I understand that I may have access to information related to applicants, and current employees. I understand that I am responsible for respecting the confidentiality of information accessed via Oregon Tech computer and information systems. I understand that this information is to be used only for official university purposes.

I understand and agree that I shall not provide or release this information to any individual or organization except for the sole purpose of conducting university business within the requirements of my position/role requiring access to HEROES. I understand that I will use this system in accordance with university policies and appropriate authority assigned to me. I understand that any misuse or inappropriate disclosure of such information or inappropriate use of the system could result in termination of employment or other disciplinary actions.

I understand I am responsible for safeguarding my assigned username and password. I will not share my login credentials with others. I will store login credentials in secure locations. I will contact Information Technology Services (541-885-1470) if I suspect that my login has been compromised.

The security of information is provided for by federal and state laws and University regulations (see ORS 192.410-192.505, ORS 652.750, and OIT-30-005). I understand unauthorized access to and/or unauthorized use of the University's computer resources or electronic databases may constitute criminal acts under ORS 164.345-65 and ORS 164.377.

My signature below acknowledges that I have read and understand the above terms.

Signature: _____ Date: _____

Authorization is valid while employee is within the organization specified or until revoked by appropriate authority. A signature from the user is NOT required to revoke access.

Questions can be directed to the Office of Human Resources, 541-885-1120 or oihr@oit.edu.

FOR HR USE ONLY

| Add | Update | Delete | User Type* (select only one user type) |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Search Chair |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Search Committee Member |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Department User |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Department Head / Director |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dean / Vice President / President / Provost |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Human Resources / HR Admin |

*Definitions for each user type are located on page 2.

| | | | |
|-------------------------|------------------------------|------------------------------------|--------------------|
| Date Training Completed | HR Representative/Print Name | HR Representative/Signature & Date | Access Entered On: |
|-------------------------|------------------------------|------------------------------------|--------------------|

HEROES User Role Definitions

| | |
|---------------------------|--|
| Search Chair | Within an assigned search, the Search Chair role is able to view the recruitment's associated position description, view and print application materials, and change applicants' statuses and advance them to certain stages of the recruitment. |
| Search Members | Within an assigned search, the Search Committee Member role is able to view the recruitment's associated position description and view and print application materials. |
| Department User | The Department User role has access to items within their assigned department(s). The role can initiate new position descriptions, view or modify existing position descriptions, and view pending position requests for their department. Department users are able to initiate new and view current postings and hiring proposals for their department. |
| Department Chair/Director | The Department Chair/Director role provides departmental approval on position, recruitment, and hiring actions for all positions within their department. The role can initiate new position descriptions, view or modify existing position descriptions, and view pending position requests for their department. Department Chair/Director users are able to initiate new and view current postings and hiring proposals for their department. |
| Dean/VP/Provost/President | The Dean/VP/Provost/President role provides approval on position, recruitment, and hiring actions for all positions within their scope. Dean/VP/Provost/President users are able to view existing position descriptions and pending position requests, postings, and hiring proposals |
| Budget | The Budget role provides budgetary approval on position, recruitment, and hiring actions for all positions within their college/division. Budget users are able to view and approve pending position requests, postings, and hiring proposals. |