Search Procedure: Most vacancies will generally follow this full search procedure.

Hiring Authority Initiates Search (Week 1)
- Completes and submits the Authorization to Search Form to Presidents Cabinet for approval
- Begin forming search committee membership (work with HR)
- Submit to HR finalized job posting, advertising plan and SAC

Job vacancy posted (Week 3)
- Materials get reviewed/approved
- HR Posts advertisement for 30 days

Search Committee meets to do the following:
- Discuss timeline, interview questions and reference check questions
- Submit interview questions and reference check questions to HR for approval. Candidates will not be released without all materials being submitted for approval

Search Committee Members will complete Search Committee Training
- Contact HR for access to online training material if not done in last year

Review Candidate Pool (Week 7)
- Review Affirmative Action Recommendations for diverse, veterans, disability, etc.
- Candidates released to Search Committee (HR grants NeoGov access to committee members)
- Fill out Candidate Screening Spreadsheet
- Determine skype interview candidates
- Submit screening spreadsheet and skype recommendations to HR
- Review and approve recommendations
- Turn down letters sent to all candidates not meeting minimum qualifications or selected to move forward

Interviews (Week 8 & 9)
- Schedule skype interviews
- Fill out interview forms/notes during interviews (1 per candidate per committee member)
- Submit all interview forms, summary and on campus interview recommendations to HR
- Review and approve recommendations
- Schedule on campus interviews; when confirmed let HR know so turndowns can be sent to other candidates not moving forward in the process
- Provide vacancy notice, cover letter and resume/CV for each candidate to the Dean, Hiring Authority, their administrative assistants, and/or anyone else interviewing the candidates
- Candidate fills out reference check release form
- Reference Checks conducted
Hiring Recommendations (Week 10)

- Select Candidate
- Consult with HR on salary placement
- Offer position with salary details
- HR send appointment form

Close Search (Week 11)

- Hiring Authority contacts all candidates who were interviewed, but not recommended for hire, unless delegated to search chair (phone, webex, or on-campus)
- Hiring Authority forwards all search records to Human Resources to be kept on file
Hiring Process for Search Advisory Chair

Creating the Job Vacancy and Supporting Materials - it’s recommended the hiring authority and search chair go over this together. If entire committee can meet to do this, that would be even better. This ensures everyone understands what type of candidate we are looking for. Always partner with HR on questions or invite them to meeting.

- **Job Vacancy** - Ensure all minimum qualifications are accurate, as anyone without them, will automatically be disqualified. Ensure all preferred qualifications are present, as anyone with these will be given higher ratings and will make screening and interview determinations easier.
- **Advertising Plan** - Use HR Advertising plan which includes all of the general areas we post, but please list additional areas you think would generate more applications and diversity.
- **Skype Interview Questions** - should reflect the job responsibilities and qualifications at a basic level and include a question about diversity experience (usually around 10).
- **Campus Interview Questions** - should be different than skype questions and reflect job responsibilities and qualifications at a deeper level and include a question about diversity experience (usually around 10).
- **Reference Check questions** - can ask how long and their relationship, general questions that would pertain to experience, would they rehire and are there any concerns (these are examples only).
- **Determining Search Advisory Committee** - Should be a diverse committee composed of individuals from different departments, which would have some sort or relationship with position. Some unions require union representation; ask HR if necessary.
- **Teaching presentation topic and evaluation** - should be determined prior to interviews being scheduled and submitted for approval.
- **Submit Materials for approval** - Submit all materials in Neogov if admin support is available or work with HR to submit them for you. Hiring authority, affirmative action and HR will approve prior to posting going live.
- **Schedule Meetings** - Lastly, it’s recommended you look at schedules a head of time as a committee and determine best days for interviews. You may want to block 2 hours to screen the first week, 1 hour the next week to prepare and schedule interviews, place blocks on calendars for interviews the week’s skypes and campus should be held.

Review Candidate Pool

- If meeting as a group to screen:
  - **Screen** - Can use 1 screening form which includes all names and info on 1 spreadsheet. Committee will go through candidates one at a time and input screening info to spreadsheet composed of interview recommendations.
  - **Compile Recommendations** - Once your spreadsheet is filled in, you should clearly see who does not meet minimum qualifications and are considered “unacceptable”. They will receive turn down letters from HR. You will then go through you’re “YES” and “Maybes” and the chair will write up an email recommending who you want to bring in for interviews including why along with names of backups in case anyone withdraws.
  - **Submit Materials** - Send HR an email and the spreadsheet for them to upload to a shared drive for the hiring authority and affirmative action to review and approve via email chain.

- If screening individually:
  - **Screen** - Each committee member must fill out their screening spreadsheet, which includes all names and info on 1 spreadsheet. Next turn in your spreadsheet to the chair, who also filled out a spreadsheet, and will compile everyone’s responses into a final recommendation spreadsheet to submit for approval, along with everyone else’s spreadsheet. It is recommended you meet in person to go over this process in case there are some differences in screenings you want to discuss and determine.
  - **Compile** - Once your spreadsheet is filled in, you should clearly see who does not meet minimum qualifications and are considered “unacceptable”. They will receive turn down letters from HR. You will then go through you’re “YES” and “Maybes” and the chair will write up an email recommending who you want to bring in for interviews including why along with names of backups in case anyone withdraws.
Submit Materials - Send HR an email and the spreadsheet for them to upload to a shared drive for the hiring authority and affirmative action to review and approve via email chain.

**Interviews**

- **Schedule Interviews** - After approval, the chair then has permission to schedule interviews. This can be done either by phone or email. It’s suggested you give them a few options and ask for at least two available times they could do, in case more than one candidate wants the same time.
- **Take Interview Notes** - During interview, all committee members fill out interview notes and give to chair.
- **Debrief** - After interviews, committee should meet to go over candidates and recommendations for campus interviews or hire. You will want to discuss each candidate’s strengths and weaknesses so it’s clear we know why and who is moving forward and who’s not.
- **Compile** - Chair then composes a summary of each candidate’s strengths and weaknesses and emails it along with all interview notes from SAC members to HR, who will then route to the hiring authority and affirmative action for approval. Include reference check notes if they have been completed as well.
- **Submit Materials** - Both the email and interview notes should be sent to HR via email who then uploads to a shared drive for the hiring authority and affirmative action to review and approve via email chain.
- **Reference Checks** - to be done on finalists only by chair or hiring authority. This can be done prior to campus interviews or after campus interviews. Candidate must fill out authorization form giving us permission to do so prior to us calling references.

**Hiring Recommendations**

- Once hiring recommendations are submitted by the chair, hiring authority will then work with HR for salary guidelines and offer stage.
- Hiring authority contacts finalist and makes offer.
- Once HR receives signed offer letter, the position officially closes.
- Hiring authority then will contact remaining campus finalists to communicate we have made a hiring decision.
- Search chair (or HR) will contact skype candidates to communicate we have made a hiring decision.

**SAMPLE TIMELINES: SAC Meetings/interview days should be discussed or scheduled ahead of time**

- Week of 11/1: Posting Closes; screen and submit skype interview recommendations for approval
- Week of 11/7: schedule skype interviews
- Week of 11/21: conduct skype interviews and submit campus interview recommendations
- Week of 11/28: get campus interviews scheduled for after holiday break (this gives everyone time to prepare, plan travel and get holidays over with)
- Week of 1/15 Hold campus interviews and complete reference checks. Submit hire recommendations

- Week of 11/1: Posting Closes; screen and submit skype interview recommendations for approval
- Week of 11/7: schedule skype interviews
- Week of 11/21: conduct skype interviews and submit campus interview recommendations
- Week of 11/28: Schedule Campus interviews
- Week of 12/4: Hold campus interviews and complete reference checks. Submit hire recommendations
- Week of 12/11: make offers
Unclassified Template (MSUAASF, Administrator, IFO)

Bemidji State University invites applications for the position of:

**INSERT POSITION NAME**

**OPENING DATE:**

**CLOSING DATE:**

**APPOINTMENT DATE:** **INSERT START DATE**

**SALARY:** Depends on Qualifications

**JOB TYPE:** **APPOINTMENT TYPE**

**RESPONSIBILITIES:**

- Teach [*list specific areas*] The incumbent would be expected to teach courses that would include, but are not limited to [*list specific courses*]
- Contribute to a program of scholarship within the discipline, student advising, service to the University and community, and other associated faculty duties.
- Contribute to interdisciplinary teaching and involvement in activities that support Bemidji State University's signature themes: Environmental stewardship, Civic engagement, Global/Multicultural Understanding.
- The successful applicant will be expected to contribute to a collegial and supportive environment that advances the goals of the department, including curriculum development, assessment, and other departmental governance activities.
- [*For accredited programs, or those intending to become accredited*] Assist with programmatic accreditation
- [*Other responsibilities that are unique to this position*]

**QUALIFICATIONS:**

**Minimum:**

- Earned doctorate in [* ] or closely related field from a regionally accredited institution at the start of employment.
- Demonstrated commitment to quality teaching is required.
- [*Other qualifications specific to this position*]

**Preferred:**

- Skills/ability to design and deliver online courses with Desire To Learn (D2L) software.
- [*Other qualifications specific to this position*]
- The applicant should demonstrate a knowledge of and interest in diverse cultures and populations.

**OTHER CONSIDERATIONS:**

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Persons writing letters of references should be advised of Minnesota's open record law which can make such letters available to applicants upon request.
• Employment for this position is covered by the collective bargaining agreement for the InterFaculty Organization (IFO) which can be found at

• Official transcript(s) must be provided to Human Resources upon hire.

• In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnState’s vehicle use criteria and consent to a motor vehicle records check.

• BSU and NTC are tobacco free workplaces (see policy)

**SALARY (MSUAASF Only)**

• This is a Minnesota State University Associate of Administrative and Service Faculty (MSUAASF) Range X position with minimum salary starting at $XXX. Salary is commensurate with education and experience, and is determined by the collective bargaining agreement between Minnesota State Colleges and Universities (MnState) and the MSUAASF organization. (For more information on initial salary placement for MSUAASF http://www.minnstate.edu/system/hr/compensation/initialSalaryPlacement1.html

Apply online: https://www.governmentjobs.com/careers/bemidji

**A Complete application will include the following attachments:**

• Cover letter, which addresses the required qualifications and your specific interest in working at Bemidji State University.
• Resume/Curriculum Vitae.
• Teaching statement documenting teaching experience and success and demonstrated interest in the teaching-learning process. (IFO Only)
• Names and contact information for three (3) people who can provide a professional reference.
• Unofficial transcript(s) of all undergraduate and graduate coursework.
• Letters of Recommendation (OPTIONAL) if listed; extension will be needed for those who may have applied last minute and not given enough time to get letters submitted

**Inquiries:** INSERT CHAIR INFO

NAME
TITLE
EMAIL

**UNIVERSITY/COMMUNITY:**

**WHY BEMIDJI:**

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.
Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finelandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

_Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service_
Bemidji State University and Northwest Technical College invites Applications for the position of:

XXXXX

AFSCME/MAPE/MMA/MNA/COMMISSIONER’S PLAN JOB POSTING

(Without fill-in unknown/missing information)

CLASSIFICATION: Official State of Minnesota Classification (PCN)

OPENING DATE: (Monday)

BID CLOSING DATE: (Next Monday)

CLOSING DATE: (Tuesday, 3 weeks after Monday open)

POSITION LOCATION: XXXX

SHIFT & SCHEDULE: XXXX

POSITION PURPOSE:

MINIMUM QUALIFICATIONS: (expected to have to enter job)

• Minimum qualification 1
• Minimum qualification 2
• Minimum qualification 3…etc.

PREFERRED QUALIFICATIONS: (desired but not expected to have to enter job)

• Preferred qualification 1
• Preferred qualification 2
• Preferred qualification 3…etc.

• The applicant should demonstrate a knowledge of and interest in diverse cultures and populations. (Or a differently worded diversity statement)

ENVIRONMENTAL CONDITIONS:

More than 20%: Noise
Less than 20%: NA

PHYSICAL FACTORS:

Constant: sitting, depth perception, midrange and near vision, hearing and talking

Frequent: fine manipulating, repetitive arm motion, simple grasp and standing

Occasional: squatting, walking, twisting/pivoting, far vision and field of vision

Internal Bid Process - Open for Bids from eligible BARGAINING UNIT members from XX/XX/XX/7. Any current employee interested in this position and eligible to bid should submit a bid application by 4:30 PM, Monday, Month xx, 2018 to the Human Resources Office, Deputy 350. This form is found on the Human Resources website at:
If you are unable to apply online, please contact the job information line at 651.259.3637
For additional information about the application process, go to [http://www.mn.gov/careers](http://www.mn.gov/careers)

If you have general questions about this posting or submitting an internal bid, contact Teresa Hanson, at tersa.hanson@bemidjistate.edu

If you have questions about the position, contact Supervisor Name at Person@bemidjistate.edu.

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually."

Bemidji State University, located in northern Minnesota’s lakes district, occupies a beautiful campus along the shore of Lake Bemidji. The University enrolls more than 4,700 students annually. Offerings include more than 50 undergraduate majors and ten graduate programs encompassing the liberal arts, interdisciplinary studies and applied fields. The University is a member of the Minnesota State College and Universities System. The University has a faculty of 250. University distinctive themes include civic engagement, multiculturalism, and environmental stewardship. Faculty members with those interests or research areas are desired. The greater Bemidji area numbers 25,000 and serves as a regional commerce and health center. For further information about the University, see our website at: [http://www.bemidjistate.edu](http://www.bemidjistate.edu)

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REMOVE THOSE NOT NEEDED FROM TOP LIST AND ADD ANY TO BOTTOM SECTION

BEMIDJI STATE UNIVERSITY – Advertising Plan
Position: ____________________________

(This is the standard list for most positions.)

- The Chronicle of Higher Education (Faculty)
- The Bemidji Pioneer
- MnSCU Career Opportunities
- HigherEDJobs.com (Faculty)
- Tribal Nation (11) contact List
- BSU HR Website
- Beltrami Vets Office
- 8 Diversity Sites
  - Women and Higher Ed
  - Disabled in Higher Ed
  - Veterans in Higher Ed
  - Blacks in Higher Ed
  - Native Americans in Higher Ed
  - Asians in Higher Ed
  - LGBT in Higher Ed
  - Hispanics in Higher Ed

Please include any discipline-specific recommendations for journals or on-line postings; Academic Affairs will cover the cost of one discipline-specific advertisement if the cost is affordable; the department or college will be expected to cover any additional advertisements.
Selecting Search Advisory Chair and committee members - committees should be made up of a diverse group, if possible, including those outside the department and can include students. All SAC groups will be approved by Hiring Authority and Affirmative Action. Below are requirements based on bargaining unit.

<table>
<thead>
<tr>
<th>BARGAINING UNIT</th>
<th>SAC REQUIREMENTS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSUAASF</td>
<td>HR contacts MSUAASF Local President for designated MSUAASF Representative; MSUAASF SAC members no less than total other SAC membership</td>
</tr>
<tr>
<td>IFO, MSCF</td>
<td>Department determines SAC membership</td>
</tr>
<tr>
<td>MAPE, AFSCME, MMA, MNA</td>
<td>Hiring Authority ensures BU employee(s) are included as part of SAC as subject matter experts or to diversify SAC membership</td>
</tr>
<tr>
<td>ADMINISTRATOR MANAGERIAL</td>
<td>HR contacts all Bargaining Units (MSUAASF/IFO/MAPE/MMA/AFSCME) for multiple designated representatives considering diversity for the final SAC membership</td>
</tr>
<tr>
<td>COMMISSIONERS</td>
<td>Hiring Authority ensures Plan employee(s) are included as part of SAC as subject matter experts or to diversify SAC membership</td>
</tr>
</tbody>
</table>

WHO ARE OUR HIRING AUTHORITIES? Hiring authorities will make final hiring decision and offer. They also review all materials through every step of the process and will usually meet with final candidates while they’re on campus.

<table>
<thead>
<tr>
<th>President Hensrud</th>
<th>Tracy Dill</th>
<th>Tony Peffer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Barta</td>
<td>Andy Bartlett</td>
<td>Michelle Frenzel</td>
</tr>
<tr>
<td>Joe Ritter</td>
<td>Josh Christianson</td>
<td>Jesse Grant</td>
</tr>
<tr>
<td>Bonnie Higgins</td>
<td>Karen Snorek</td>
<td>Darrin Strosahl</td>
</tr>
<tr>
<td>Director</td>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Jones, Tom (example)</td>
<td>Strengths: 6 years in Res Halls at MSUM, Developed Student Fairs &amp; workshops, supervisor for 3 years</td>
<td></td>
</tr>
<tr>
<td>Allen, Mary (example)</td>
<td>Strengths:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Weaknesses:</td>
<td></td>
</tr>
</tbody>
</table>
Good morning,

The Criminal Justice Probationary SAC met yesterday to review and recommend skype interviews. Please see attached Excel spreadsheet for summary of all decisions on qualified/unqualified and strengths/weaknesses. Please let me know if further documentation is required at the summary level.

The SAC unanimously agreed that the following eight candidates were our top candidates. The SAC would like to proceed with skype interviews for the top six; should anyone withdraw we’ll move onto numbers seven and eight.

1. John Smith
2. Lucy Lou
3. Adam Johnson
4. Jim O’Brien
5. Tom Sidell
6. Luanne Olson
7. Megan Hillary
8. John Wayne

While many candidates met all minimum criteria and many met all preferred criteria; decision criteria for determining interview candidates centered around teaching area of need, which is corrections and victimology.

Dr. Jean Michael
Chair, Criminal Justice Department
Bemidji State University
Bemidji, MN
Revise questions to reflect minimum and preferred qualifications on job vacancy

BEMIDJI STATE UNIVERSITY – Phone Interview Questions
Position Title: Instructor/Assistant Professor (Fixed-term)

Candidate’s Name: ________________________________________________________________

SAC Member Name: _____________________________________________________________

Interview Questions

1) Please explain why you applied for this position.
   Benchmark: Candidate easily articulates a response; a response that demonstrates a desire to be here at BSU.

2) We have identified a departmental need for the fixed term faculty member to teach introductory courses and courses in the areas of corrections, criminology, or victimology. Please tell us about your qualifications, experiences and/or approach to teaching these courses.
   Benchmark: Candidate has experience teaching the listed courses and/or has the educational or experiential experience that would indicate success in teaching the areas listed. Candidate demonstrates prior experience with teaching policing, corrections, and/or victimology.

3) Discuss what makes you an excellent candidate for this teaching position.
   Benchmark: Candidate articulates strengths beyond educational qualifications; strengths that are assets in the classroom.

4) In thinking about your experiences as a student, discuss with us one thing you wish your professors would have done better and one thing that they did well.
   Benchmark: Candidate demonstrates an ability to critically think about classroom dynamics.
5) Bemidji State University serves a large proportion of first-generation college students. What are the unique attributes of first-generation college students and how does that affect the classroom?

*Benchmark: Candidate provides evidence of an understanding of first generation college students.*

6) Describe examples of how you have applied your knowledge of diverse cultures in the classroom or in another setting if you have not done so in the classroom.

*Benchmark: Candidate provides clear examples of his or her ability to incorporate information about diverse cultures in the classroom.*

7) Are there any questions that you (the applicant) would like to ask the committee?

*Benchmark: Candidate has good questions that show an understanding of the position and the program.*

**Strengths:**

**Weaknesses:**
The Criminal Justice Probationary SAC met yesterday to debrief and recommend campus interviews. All interview notes are being delivered to HR today. Please see attached summary of candidate’s strengths/weaknesses and let me know if further documentation is required at the summary level.

The SAC unanimously agreed that we’d like to invite the top two candidates to campus for interviews. Should one of them withdraw we’ll move onto three and four.

1. John Smith
2. Tom Sydell
3. Luanne Olson
4. Lucy Lou

Dr. Jean Michael
Chair, Criminal Justice Department
Bemidji State University
Bemidji, MN
BEMIDJI STATE UNIVERSITY – Campus Interview Questions
Position Title:  Instructor/Assistant Professor (Fixed-term)

Candidate’s Name: ___________________________________________________________

SAC Member Name: _________________________________________________________

1) What is your approach to recruiting and advising students?
   Benchmark: Candidate indicates a strong and specific interest in recruiting and advising, and demonstrates that he or she is aware that both recruiting and advising are expected.

2) Identify and discuss one current issue or trend in criminal justice related to your research area and/or teaching area.
   Benchmark: Candidate is current on issues and trends within criminal justice.

3) Are you willing to teach during varied times of the day (including night classes) and week?
   Benchmark: Candidate should be open to teaching varied times of the day and week.

4) Describe your current research agenda.
   Benchmark: Candidate’s response gives an idea of whether or not they are active in research.

5) What can you tell us about Bemidji State University and the Criminal Justice department?
   Benchmark: Candidate provides evidence of having an understanding of the university and the department.

6) Tell us about your experiences with diversity in the classroom.
   Benchmark: Candidate has experiences or demonstrates a desire to learn and work with diverse populations in an academic setting.
7) Describe your experiences working with Native American students.
*Benchmark: Candidate has experiences or demonstrates a desire to learn and work with Native American students in an academic setting.*

8) Describe your teaching style.
*Benchmark: Candidate is aware of their teaching style and can articulate their approach in the classroom.*

9) Are there any questions that you (the applicant) would like to ask the committee?
*Benchmark: Candidate has good questions that show an understanding of the position and the program.*

**Strengths:**

**Weaknesses:**
Sample Reference Check Questions- Revise according to position

BEMIDJI STATE UNIVERSITY – Reference Check Questions

Position Title: Instructor/Assistant Professor (Fixed-term)

* Must have signed authorization form before checks are conducted

Candidate’s Name: ______________________________________________________

Interviewer Name: _____________________________________________________

Name of Reference: ____________________________________________________

Date: _________________________________________________________________

Questions

1. How long have you known this candidate, and in what capacity?

2. How would you describe this individual generally?

3. How does this individual interact with professional staff? What role does s/he typically play in a group or team setting?

4. Describe this individual’s relationship with students.

5. What examples can you give to illustrate this person’s ability to solve problems and or think creatively?

6. Tell us about this person’s administrative skill. How does s/he manage their time and workload?

7. Can you share an example of a time that this person particularly impressed you or “stepped up” in a time of need?

8. Tell me about this individual’s strengths. In what areas could this person grow professionally?

9. Is ___ eligible for re-hire?

10. Has ___ been the subject of a discrimination, harassment, sexual violence or respectful workplace investigation?

11. Do you have any concerns about this person that we should be aware of?

12. Anything else you would like to add?
AUTHORIZATION FOR REFERENCE CHECKS

In order to further my evaluation as a candidate for employment, I hereby authorize all individuals I have listed as references, and others who have knowledge about my qualifications for employment, to provide information about any and all aspects of my work performance or job-related qualifications as requested by authorized representatives of Bemidji State University or Northwest Technical College.

I understand that some of the information that may be requested may be classified by law as private and cannot be disclosed without my written consent. This authorization permits written and oral disclosure of information about my professional and personal work-related qualifications, even if it is classified as private. The information obtained will be used by Bemidji State University or Northwest Technical College to evaluate my qualifications for employment.

Unless limited below, this authorization includes individuals who have knowledge of my qualifications regardless of whether I have listed them as references.

Note: This form does not authorize the disclosure of medical information or college/university transcripts, which may be authorized by separate procedure, where applicable. This authorization specifically includes, but is not limited to, disclosure (including copies if requested) of information that may be contained in the following: written evaluations including employee response; written reasons for separation from employment; and, if desired a brief explanation of any limitations to the reference check.

Please list any limitations in the authorization (for example, information not to be released, or individuals you request not be contacted, including current employer) but do not include reasons:

__________________________________________________

Optional: If desired, a brief explanation of any limitations listed above may be supplied separately to the Chair of your search advisory committee.

This authorization is valid for one year from the date below or until the purpose has been fulfilled, whichever occurs first. This authorization may be withdrawn by notifying the Chair of the search committee or Human Resources Office in writing, but such withdrawal does not affect the validity of disclosures made prior to the withdrawal notice.

I understand that I am not legally required to sign this authorization, but if I do not do so, BSU or NTC may be unable to adequately evaluate my qualifications for employment. A photocopy of this release is valid for all purposes as an original.

__________________________________________________

Signature                                           Date

Print Name
AUTHORIZATION FOR REFERENCE CHECKS

In order to further my evaluation as a candidate for employment, I hereby authorize all individuals I have listed as references, and others who have knowledge about my qualifications for employment, to provide information about any and all aspects of my work performance or job-related qualifications as requested by authorized representatives of Bemidji State University or Northwest Technical College.

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Unless limited below, this authorization includes individuals who have knowledge of my qualifications regardless of whether I have listed them as references.

**Note:** This form does not authorize the disclosure of medical information or college/university transcripts, which may be authorized by separate procedure, where applicable. This authorization specifically includes, but is not limited to, disclosure (including copies if requested) of information that may be contained in the following: written evaluations including employee response; written reasons for separation from employment; and, if desired a brief explanation of any limitations to the reference check.

Please list any limitations in the authorization (for example, information not to be released, or individuals you request not be contacted, including current employer) but do not include reasons:

___________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Optional: If desired, a brief explanation of any limitations listed above may be supplied separately to the Chair of your search advisory committee.

This authorization is valid for one year from the date below or until the purpose has been fulfilled, whichever occurs first. This authorization may be withdrawn by notifying the Chair of the search committee or Human Resources Office in writing, but such withdrawal does not affect the validity of disclosures made prior to the withdrawal notice.

I understand that I am not legally required to sign this authorization, but if I do not do so, BSU or NTC may be unable to adequately evaluate my qualifications for employment. A photocopy of this release is valid for all purposes as an original.

__________________________________________________
Print Name

Signature  Date

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<th>OFFICE USE ONLY</th>
<th>Search Title:</th>
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Sample Campus Interview Memo

- Gets emailed to HR who then sends to Hiring Authority and Affirmative Action for Approval via email and CC’s search chair along with committee’s interview notes

To:  
From:  
Date:  
Re:  

The CJ search committee completed on campus interviews last Friday and reference checks. This is our formal evaluation of each. All interview notes will be delivered to HR today.

Candidate One: insert summary of strengths and weaknesses including any experience and knowledge above and beyond job expectations.

Candidate Two: insert summary of strengths and weaknesses including any experience and knowledge above and beyond job expectations.

***if you found any finalists to be questionably unacceptable after final interviews, please notate that and/or speak with hiring authority regarding so.

All interview notes and reference checks will be delivered to HR today. Please make an offer without delay or let us know if you need anything else.

Dr. Jean Michael  
Chair, Criminal Justice Department  
Bemidji State University  
Bemidji, MN
Common Questions/Concerns

- Do not run late for interviews
- Ensure someone is planning to meet candidate when they arrive
- Offer water/coffee and restroom breaks, depending on schedule
- Include Tour of campus and city
- Ensure travel and transportation to and from hotel/campus are arranged
- You are representing BSU/NTC and we want our candidates to have the best experience possible.
- Feel free to give interview questions to candidates ahead of time such as 1 day or 5 minutes before start time
- SAC Chair and College Administrative Assistant advise candidates of reimbursement policies.

Dinners are an option; please be sure this is a group dinner with most or all SAC members to avoid awkward situations. Expenses for up to four members of the SAC can be reimbursed for a meal (alcohol is not reimbursable) with the candidate at up to twice the standard allowance (including tax/tip). Fill out one special expense form prior to meal and submit one itemized receipt for reimbursement. (IFO only)

Fixed-term candidates meet with SAC and Dean. Probationary candidates also meet with Provost or Associate VP Academic Affairs.

Dean/Administrative Head will do off-list reference checks.

We do not disqualify applicants who appear to have application materials missing unless they clearly do not meet minimum qualifications. Please reach out to HR who will request missing documents. Often times candidates have multiple applications and those missing docs may be in those files or there may have been technical issues.

Finalist’s names are not publically released unless there’s an open public forum.

For Public Forms, please find out from hiring authority if they need to be recorded and/or feedback forms available.

Expense reimbursement is approved for IFO candidates and Director or above in non IFO searches. All others are open for approval by hiring authority if funds are available.