**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, zoom interview questions (if needed) and campus interview questions
- Submit interview 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 PeopleAdmin access to committee members)
- Fill out Candidate Screening Spreadsheet
- Determine zoom interview candidates
- Submit screening spreadsheet and zoom 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 zoom 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 assistant and/or anyone else interviewing the candidates
- Candidate completes the *Authorization for Reference Checks* form
- Reference Checks conducted by HR using *Skill Survey*, our automated web-based reference checking system
Hiring Recommendations (Week 10)

- Select Candidate
- Consult with HR on salary placement (all units except IFO)
- 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 or Search Chair forwards all search records to Human Resources to be kept on file
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 your 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
- **Zoom 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 zoom questions and reflect job responsibilities and qualifications at a deeper level and include a question about diversity experience (usually around 10)
- **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 to HR. The 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 the weeks zoom and campus interviews 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 your “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 your “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, incase more than one candidate wants the same time.

- **Authorization for Reference Checks form** – prior to the campus interview, have the candidate complete and sign an **Authorization for Reference Checks** form giving us permission to conduct off-list reference checks.

- **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.

- **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** - will be conducted by HR using **SkillSurvey**, our automated web-based reference checking system. This may be done prior to campus interviews or after campus interviews. However, at the interview we ask that you have each candidate complete an **Authorization for Reference Checks** form giving the hiring authority permission to also conduct off-list reference checks.

**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 zoom 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 zoom interview recommendations for approval
- Week of 11/7: schedule zoom interviews
- Week of 11/21: conduct zoom 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 submit hire recommendations

- Week of 11/1: Posting Closes; screen and submit zoom interview recommendations for approval
- Week of 11/7: schedule zoom interviews
- Week of 11/21: conduct zoom interviews and submit campus interview recommendations
- Week of 11/28: Schedule Campus interviews
- Week of 12/4: Hold campus interviews and submit hire recommendations
- Week of 12/11: make offers
Bemidji State University and Northwest Technical College
invite applications for the position of:
INSERT POSITION NAME

(HR will fill in any unknown/missing information)

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]
- Will this person receive master keys? If so, a background check is required. (remove if not needed)

QUALIFICATIONS:
Minimum: To facilitate proper crediting, please ensure that your application/resume clearly demonstrate fulfillment of the following minimum qualifications:

- 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]
- Must be able to pass a background check. (remove if not needed – if this employee will receive master keys, a background check is required)
Preferred:
- Skills/ability to design and deliver online courses with Desire To Learn (D2L) software.
- [Other qualifications specific to this position]
- Demonstrates a knowledge of, an interest in, or experience with, 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.
- 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/initialSalaryPlacement.html

Apply online:  https://bemidjistate.peopleadmin.com/ for BSU  or
https://bemidjistate.peopleadmin.com/ for NTC

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)

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 Bemidji State 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 Finlandia 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.

For further information, visit our websites at: [http://www.bemidjistate.edu](http://www.bemidjistate.edu) and [https://www.ntcmn.edu](https://www.ntcmn.edu).

**Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0**

_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 invite applications for the position of: 

**INSERT POSITION NAME**

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

(HR will fill in any 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:**

**QUALIFICATIONS**

**MINIMUM:** To facilitate proper crediting, please ensure that your application/resume clearly demonstrate fulfillment of the following minimum qualifications: (expected to have to enter job)

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

- Must be able to pass a background check. (remove if not needed – if this employee will receive master keys, a background check is required)

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

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

- Demonstrates a knowledge of, an interest in, or experience with, 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 BSU / NTC BARGAINING UNIT members from XX/XX-XX/XX+. Any current employee interested in this position and eligible to bid should submit a bid application by 4:30 p.m. on Monday, Month xx, 2019, to the Human Resources Office, Deputy 350. This form is found on the Human Resources website at: [https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/](https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/)


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)

**Note:** Internal bid applications will be considered prior to filling the position via the public application process and, therefore, may be closed due to contractual obligations.

If you have general questions about this posting or submitting an internal bid, contact Teresa Hanson at [teresa.hanson@bemidjistate.edu](mailto:teresa.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)

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.
REMOVE THOSE NOT NEEDED FROM TOP LIST AND ADD ANY TO BOTTOM SECTION
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 / NTC HR Websites
- Beltrami Vets Office
- Northwest Indian Community Development Center
- CareerForce (MinnesotaWorks.net) https://www.careerforcemn.com/meet-your-regional-team

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>
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<tr>
<td>IFO</td>
<td>Department determines SAC membership</td>
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<td>MSCF</td>
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<tr>
<td>MAPE</td>
<td>Hiring Authority ensures BU employee(s) are included as part of SAC as subject matter experts or to diversify SAC membership</td>
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<tr>
<td>AFSCME</td>
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<td>MMA</td>
<td></td>
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<td>MNA</td>
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<tr>
<td>ADMINISTRATOR</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>MANAGERIAL</td>
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<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>Vacant – Dir. of Enrollment Mgt</td>
</tr>
<tr>
<td>Joe Ritter</td>
<td>Josh Christianson</td>
<td>Travis Greene</td>
</tr>
<tr>
<td>Marilyn Yoder</td>
<td>Karen Snorek</td>
<td>Darrin Strosahl</td>
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<tr>
<td>Associate Vice President for Student Life &amp; Success #2015-00017</td>
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<td>---------------------------------------------------------------</td>
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<tr>
<td><strong>Minimum Qualifications</strong></td>
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<td><strong>Preferred Qualifications</strong></td>
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<tr>
<td><strong>Comments</strong></td>
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<tr>
<td>Name 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Strengths:</strong> Degree not relevant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weaknesses:</strong> Experience not relevant</td>
<td></td>
<td></td>
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<tr>
<td>Name 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Strengths:</strong> Housing, Conduct experience, Cross mgmt experience, assessment</td>
<td></td>
<td></td>
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<tr>
<td><strong>Weaknesses:</strong> Minimal admin experience</td>
<td></td>
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<tr>
<td>Name 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Strengths:</strong> LGBTQ Resource Center, sexual assault center, veteran's experience, Dean of Students experience, case management, parent/family programs, athletics, multicultural student development, student counseling, strong people skills</td>
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<tr>
<td><strong>Weaknesses:</strong> Administrative skills, no direct student experience noted</td>
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<tr>
<td>Name 4</td>
<td></td>
<td></td>
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<tr>
<td><strong>Strengths:</strong> Teaching SA Master's classes, crisis management experience, reliable experience, women's center - domestic assault/violence, Dean (emergency) 13 years</td>
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<tr>
<td><strong>Weaknesses:</strong> Experience may not be broad enough</td>
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<tr>
<td>Name 5</td>
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</tbody>
</table>
Sample Screening Results Email
- Gets emailed to HR who then sends to Hiring Authority and Affirmative Action for Approval via email and CC’s search chair

Good morning,

The Criminal Justice Probationary SAC met yesterday to review and recommend zoom 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 zoom 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
How to Schedule a Zoom Interview

1. Go to Zoom.com and create an account
2. Click on the “Schedule” icon - this will open a schedule window
3. Select your meeting settings
4. Click Schedule to finish (you can copy/paste meeting details to send to candidate along with the direct link for them to use at that time)
Sample interview request email

Good afternoon XXX,

We have received your application for the *(title of position)* position at **Bemidji State University** (or Northwest Technical College) in **Bemidji, MN**. The committee has reviewed applications and would like to schedule a 30 minute conversation with you via ZOOM (video conference) to learn more about your interest and experience. If video is not an option, we can default to phone.

Committee is hoping to conduct 30 minute calls on ___day, Month ___ with hopes of holding final interviews on campus the week of _____. We understand this is a busy time of year and flexibility may be needed.

Please let me know if you are still interested in being considered for this position and reply back with **2 available time slots that you could be available on _____day, Month ___ between time and time AM/PM**. I will circle back with you once calls are confirmed with detailed instructions for our zoom meeting (or call).

We very much appreciate your time and look forward to hearing back from you.
Good morning XXX,

We are very excited to “meet” you ___day! I have you scheduled for a ___ AM/PM CST Zoom interview with the following search committee members:

• Name, title
• Name, title
• Name, title
• Myself, title

To join the zoom meeting, please clink the following link, (insert ZOOM MEETING LINK here). You may want to test it ahead of time, as you may need to download the program first. If we experience any technical issues, we’ll resort to a phone call instead, as we’ll be on a tight schedule.

All interviews will be 30 minutes and I’ve attached the questions we’ll be discussing during that time. It’s imperative that we stay on schedule. If you have any questions at all, don’t hesitate to reach out. We’re very much looking forward to “meeting” you!

Full meeting Invite Details: (COPY THIS SECTION FROM ZOOM MEETING DETAIL PAGE)
(Your name) is inviting you to a scheduled Zoom meeting.

Topic: Position title – candidate name
Time: Aug 30, 2019 09:00 AM Central Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/355298984

One tap mobile
+16465588656,,355298984# US (New York)
+14086380968,,355298984# US (San Jose)

Dial by your location
   +1 646 558 8656 US (New York)
   +1 408 638 0968 US (San Jose)
Meeting ID: 355 298 984
Find your local number: https://zoom.us/u/ac1CtBJtRy

Important: Your Zoom meeting is limited to 40 minutes
Revise questions to reflect minimum and preferred qualifications on job vacancy
Zoom / 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._
To:  
From:  
Date:  
Re:  

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
The University will make reservations and pay for lodging for candidates interviewing for candidate positions. Please check with your Dean’s office for more information. We are not intending to reimburse candidates for lodging in Bemidji, so please make sure that the Dean’s Office makes reservations, and not the candidate.

Candidates are reimbursed for expenses following the State of Minnesota guidelines. Meal reimbursements are up to the limits specified by all bargaining units. The cost of round-trip coach airfare (or automobile transportation, food, and lodging during the trip, up to the cost of round-trip airfare) will be covered. Lodging in Bemidji, and any local transportation costs (taxi) will also be covered, car rental cost will not. For candidates traveling from outside the United States, transportation costs will be paid for actual costs, up to the cost of airfare from Bemidji to LAX or JFK airport, whichever is closer to the country of origin.

Candidates can be reimbursed for meals while in travel status. Candidates should claim actual expenses for meals, but reimbursement cannot exceed the maximum amounts listed:

- Breakfast $9.00
- Lunch $11.00
- Dinner $16.00

The following limits apply:

- The breakfast meal is allowed when your trip begins before 6:00 a.m.
- The dinner meal is allowed when your trip ends after 7:00 p.m.

**Note:** If the candidates can be set up with a vendor code in advance of their visit, this can speed up the reimbursement process. (This requires completion of a W-9 form and Vendor ID form – see attached pages). Check with your departmental administrative assistant, or the travel office for more information.

While on campus, candidates should be given a copy of the non-employee reimbursement form (also attached), along with directions as to where they can find the forms on-line. (They will also need to complete a W-9 and Vendor ID form, if that wasn’t taken care of in advance.) Candidates should also be advised that original itemized receipts are required for reimbursement, except for meals. The completed non-employee reimbursement form, with attached receipts should be sent to the appropriate Deans Office. (Along with the W-9 and Vendor ID form, if that wasn’t taken care of in advance.)

**Note:** With a special expense form approved in advance by the Dean, up to four faculty members can be reimbursed at up to twice the standard rates for a meal with the candidate, including tax / gratuity. No alcohol can be paid by the university. Please note that an itemized receipt detailing each person’s meal is required, so we can verify that the reimbursement fits within state guidelines.

Questions related to travel can be directed to Susan Busta in the Travel Office at (218) 755-2850 or Susan.Busta@bemidjistate.edu
Request for Taxpayer Identification Number and Certification

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above.

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes:
   - Individual/self-proprietor or single-member LLC
   - Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C=Corporation, S=Single member, P=Partnership).

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).
   - Exempt paysor code (if any)
   - Exemption from FATCA reporting code (if any)

5. Address (number, street, and apt. or suite no.). See instructions.

6. City, state, and ZIP code.

7. List account number(s) here (optional).

Part I: Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Part II: Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
Vendor ID Form

Note: Before completing this form, search for the vendor number by using the Federal Employment ID (FEIN)

☐ BSU       ☐ NTC

☐ New Vendor
☐ Change of Address
☐ Change of Name
☐ Change of TIN

Vendor#: _________________________

Date: ___________________________
BSU/NTC Staff name: _______________________
Phone#: __________________________

Vendor name (Complete): ___________________________
Vendor general address: ___________________________

Remit to address (if different than above):

*Vendor Telephone#: ___________________________
Vendor Fax#: ___________________________
Contact Person: ___________________________
Email: ___________________________

*Federal Tax ID# (9 digits):
State Tax ID# (Required for MN vendors only, 7 digits):
County (Required for MN vendors only):
Social security#:
DOB (For individuals using SSN #):


*Required Items

Send completed form to: BSU Accounting Services #5

Accounting Services Office use only:

Company and/or Individual:
Does vendor already exist, Verify using FEIN ___________________________
If so, verify address information, etc… ___________________________

Foreign Company and/or Individual:
Does vendor already exist, Verify using name ___________________________
Individual – Is services being provided by vendor, Yes or No ___________________________
If yes, are services being performed in the USA and/or out of country ___________________________

Individual:
Current Enrolled Student (A/R), Yes or No __________ If yes, a new vendor number cannot be issued
Active State Employee (Payroll), Yes or No __________ If yes, a new vendor number cannot be issued

Accounts Payable: ___________________________ Date: ___________________________

Accounting Services (Secondary Approval): ___________________________ Date: ___________________________
Non-employee Expense Report

<table>
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<tr>
<th>Name: (PRINT)</th>
<th>Full Address: (PRINT)</th>
<th>SS# Required</th>
<th>Account Number</th>
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</tbody>
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Phone Number

Reason for travel/expenses:

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<tr>
<th>Trip Start: Date &amp; Time</th>
<th>Trip End: Date &amp; Time</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Daily Description: Date, Location &amp; Time</th>
<th>Meals in $</th>
<th>Private Car Miles</th>
<th>Lodging</th>
<th>Air</th>
<th>Other</th>
<th>Subtotals</th>
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<td></td>
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<td>Breakfast</td>
<td>Lunch</td>
<td>Dinner</td>
<td>Miles</td>
<td>x Rate</td>
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Subtotals

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Office Use | Input Object Codes

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<th>Grand total down</th>
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</table>

I declare under the penalties of perjury that this claim is just and correct.

Signed: ___________________ Date: ___________________

Approved, based on knowledge of the necessity for travel and in compliance with all travel regulations.

BSU Authorized Signature: ___________________ Date: ___________________

Please attach receipts

Electronic signatures not accepted
BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE
REQUEST FOR APPROVAL OF SPECIAL EXPENSES

Complete form; obtain approval signature(s); submit to department that processes the method of payment selected below:

(CHECK ONE)       Check Request       Employee Expense Report       Purchasing Card       Requisition #

Name of Requestor: ____________________________________________________________
Title: _______________________________________________________________________
Phone: _______________________________________________________________________
Date of request: _______________________________________________________________________
Department: _______________________________________________________________________

Expenses for which approval is requested:

The following may be approved by the appointing authority or designee:

1. Full cost of a meal for a conference, workshop, seminar, meeting, etc.
2. Food/referrals for business with citizens, board members, etc.
3. Registration fees for conferences, seminars, workshops, etc.
4. Food/referrals for college/university events with non-employees
5. Food/referrals for events where registration fees are charged
6. Special contract expenses
7. Lodging if an employee is not in travel status.
8. Expenses for an employee’s attendant
9. State Fair expenses
10. Employee awards/recognition events
11. Student related event
12. Other: Giveaways, identifying apparel, etc.
   Describe here: _______________________________________________________________________

Full title of the event sponsor (do not use acronyms or initials):
_____________________________________________________________________________

Full title of the conference, workshop, seminar, meeting or other event:
_____________________________________________________________________________

Event location (title and address of host facility): __________________________________________
Date(s) and time(s) of event: _______________________________________________________________________

Individuals for whom special expense approval is requested (check all that apply):

☐ Requestor only
☐ State employees. List names and titles: ____________________________________________________________
☐ Other participants. List names, titles and organizations: __________________________________________

Description of Expense (include vendors you intend to purchase from): ____________________________
Quantity: __________ Unit Cost: __________ Total: __________

TOTAL REQUESTED: $ __________

Explain why the State should pay these expenses:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Requestor’s Signature: __________________________________________ Date: ______________________

* I verify that funds are available in Account # ____________________

DEAN OR VICE PRESIDENT APPROVAL

☐ Approved for an amount not to exceed: $ __________       ☐ Not approved because:

Signature: __________________________________________ Title: __________ Date: ______________________

* I approve this request and verify that these expenses are allowable under Department of Employee Relations Adm. Procedure 4.4 and MnSCU policy 5.20 (see page 2) and funds are available in the account specified by the Requestor.

UNIVERSITY/COLLEGE/MNSCU EXECUTIVE APPROVAL

(Only if required due to nature of expense beyond parameters of attached MnSCU Special Expense Procedures)

☐ Approved for an amount not to exceed: $ __________       ☐ Not approved because:

Signature: __________________________________________ Title: __________ Date: ______________________

Updated 6/29/2018
Part 1. Authority. Board Policy 7.1, Authority, delegates to the chancellor authority to develop procedures and guidelines to implement this policy.

Part 2. Special Expenses.

Subpart A. Definition. Special expenses are extraordinary expenses incurred in connection with work related responsibilities or official functions not generally supported with public funds of the Minnesota State Colleges and Universities or assigned duties of system employees, which are not reimbursable through the regular expense reimbursement process. Special expenses are also found in applicable collective bargaining agreements or compensation plans.

In addition to special expenses, the chancellor and the presidents may establish an expense account as provided for in Board Policy 5.20.

Subpart B. Authorization/Approval of Special Expenses. The chancellor delegates the authority to approve or disapprove special expense requests for the system office, employees to the associate vice chancellors or above through the delegation of authority process.

The chancellor delegates the authority to approve or disapprove special expense requests for employees of the state colleges and universities to the presidents. The president may delegate his/her authority to approve or disapprove special expense requests to a college/unit employee(s) through the delegation of authority process.

Except in emergency situations, approval is required before any special expense is incurred and before commitments involving special expenses are made.

Employees must obtain approval of special expenses before incurring such expenses or the payment may be denied. Requests received after the event or too late to provide a proper review must include an explanation of why the request was not provided in a timely manner. Payments to reimburse or advance special expenses may be made only if the approved request to incur special expenses is attached to the Employee Expense Report.

Subpart C. Expenses Covered. The following expenses are covered where the benefits of the employee’s attendance or participation are for the primary benefit of the system, college or university:

1. Full cost of a meal when it is part of the structured agenda of a conference, workshop, seminar, or meeting which the chancellor or president has authorized the employee to attend, whether or not the employee is in travel status.
2. Meals and related expenses, or non-alcoholic refreshments and food served when conducting business with citizens: members of boards, commissions, task forces, or workgroups; foreign, federal, state, or local governmental officials and/or employees. Effort should be made to schedule events to minimize the cost of meals and related expenses.
3. All registration and tuition fees for conferences, workshops, or education courses. Education courses provided through tuition waiver are not special expenses. Prior approval is required only if the cost exceeds $1,000 per participant.
4. Non-alcoholic refreshments and food for system, board, college or university sponsored meetings, receptions for speakers, performers, and commencements; conferences; workshops; and other similar system, board, college or university sponsored meetings or activities that have predominantly non-employees.
5. Non-alcoholic refreshments, food and other conference costs for system, board, college or university sponsored events where registration fees are charged and the majority of the participants are non-employees.
6. Non-alcoholic refreshments and food for meetings that consist primarily of state employees when the non-alcoholic refreshments and food are an integral part of the event and are necessary to sustain the flow of the meeting and to retain a captive audience and meet one of the following criteria:
   a) meetings with participants from many geographic locations where the majority of the participants are in travel status
   b) department-wide or division-wide annual/quarter/semester staff meetings for all employees
   c) department or division senior management planning or organizational meetings
   d) department, division, college, university, system or system office wide meetings regarding a topic(s) with department, division, college, university, system or system office wide impact
   a) structural training sessions, available to employees generally and conducted by persons outside the Minnesota State College and University system, provided it has been approved by the college, university or system office.

With the exception of Board of Trustees meetings, campus visits, and other official functions, including but not limited to Board committee meetings, the above meetings shall be scheduled to minimize the inclusion of meals.
7. Non-alcoholic refreshments and food may be provided during official meetings or other functions of the Board of Trustees.
8. Contract with a speaker, facilitator or performer that is part of an officially sanctioned conference, workshop, development session, commencement, or other event sponsored by a college, university, system office, or Board of Trustees.
9. Lodging if an employee is not in travel status:
   a) when weather conditions or other unforeseen occurrences warrant lodging;
   b) when college, university or system office business prevent the employee from returning home; or
   c) when the chancellor or president authorized overnight participation in an approved event. Authorization should be based on the benefit of such participation to the Minnesota State Colleges and Universities.
10. Expense reimbursement for lodging, travel, and meals for one attendant for an employee with a disability that requires daily assistance in performing various personal tasks or who has special mobility needs.
11. Expenses as follows for employees assigned to work at the State Fair:
   a) Fees and admission to the fairgrounds;
   b) One meal during each shift of fewer than ten hours or two meals during each shift of ten hours or more, subject to the meal allowances for in-state travel collective bargaining agreements or compensation plans;
   c) Taxi fare for employees with a disability who are unable to drive or use other means of public transportation between their normal work station and the fairgrounds.
12. Expenses as follows for individual employees and board member awards and system, board, college, and university recognition events:
   a) Awards for individual or group achievements, which are limited to non-cash non-negotiable items of nominal value as, provided for under IRS guidelines. Items of nominal value are those that have no market or retail value such as promotional or advertising items. Length of service awards are not subject to this limitation but shall be consistent with awards authorized by the Minnesota Department of Administration.
   b) Up to 100% food and non-alcoholic refreshment reimbursement for employees being recognized at annual employee recognition events. Reimbursement for travel in accordance with System Procedure 5.19.3. Reimbursement for alcoholic beverages is prohibited.

Subpart D. Expenses Not Covered. Except as otherwise provided in this procedure or other Board policies or system procedures, the following expenses are not allowable:

1. Refreshments or meals for routine staff meetings.
2. Private club memberships.
3. Nutritional beverages.
4. Entertainment.
5. Employee parties (including holiday parties).

Subpart E. Process.

1. Determine whether or not an expense is appropriate to pay as a special expense.
2. Prepare requisition form and special expense approval form.
3. Authorized employee must sign invoice and submit it to the Business Office for payment.
Revise questions to reflect minimum and preferred qualifications on job vacancy
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.*
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

OFFICE USE ONLY

Search Title:

Search Number:
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. 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 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.

When scheduling your interviews, we suggest you include a 15 minute de-brief period immediately following each interview to discuss the strengths and weaknesses of each candidate.

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.

The Hiring Authority, Dean or 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 publicly released unless there’s an open campus forum.

For Campus 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.
Skill Survey Information for Candidates

Bemidji State University and Northwest Technical College have implemented Skill Survey, an automated web-based reference checking system. With this system, staff from the Human Resources Office will set up your candidate account and you will receive an automated email with instructions, such as this:

Dear ____,

Thank you for your continued interest in the _____ position with BSU/NTC. As already explained to you, a critical step in the selection process is reference checking. BSU/NTC uses web-based reference checking for this purpose.

Please click on the link below. It will open a web page where you will input your references. You will also be able to review a sample of the questions being asked and the email that will be sent to your references. Your references will be sent a link to a reference survey and their responses will be submitted directly back to BSU/NTC. No one will see your references’ individual responses because all responses are averaged and made available in one confidential summary report.

Note that all references will be responding as individuals, not as representatives of any company or organization.

Please click or paste this link into your browser:
https://app.skillsurvey.com/Reference/Candidate/Instruction?candidateId=909d4587-a748-4d28-b8eb-1f4d535cb922

You will be prompted to log in and enter the contact information for your references, who will then receive an email with a link to complete the job-specific survey.

Requirements for providing references include:
- Enter your references within 24 hours of receiving the email link. If there is any reason you cannot complete this within 24 hours, please let us know!
- You must provide 5 professional references to share feedback on your work experiences.
- At least 2 of the 5 references must be current or past managers/supervisors.
- For recent graduates: teachers, professors and instructors may qualify as manager references.

Contact all 5 references and let them know they will be receiving an automated email from you asking them to complete a CONFIDENTIAL survey on your behalf. Following is an example of that email:

Dear ____,

I am pursuing a career opportunity and I’m asking you, as well as several other individuals, to complete this request as a professional reference. Please complete this short (less than 30 questions), confidential, web-based survey regarding my skills. When completing the survey, if you cannot answer a question based upon your experiences
when working with me, please make sure to click the Not Observed (N/O) button instead of selecting a number on the 1-7 rating scale.

You will not be identified as having written the individual responses because the system averages the responses from all of my references to produce one summary report that is confidential in accordance with the applicable Privacy Policy.

Please note that you will be responding as an individual, not as a representative of any company or organization. Also, I have executed a legally binding agreement that releases you, as well as any organization with which you are now affiliated or have been affiliated in the past, from any potential liability for providing this information. A copy of the Consent Agreement is available upon request. Please email me to advise that you would like to receive a copy.

The process is quick and easy. Please click or paste this link into your browser:

Let your references know the survey must be completed immediately and ask them to let you know as soon as possible if they are not able to participate, so you can enter an alternate reference.

It will be your responsibility to repeatedly log in and monitor the progress of your references:
• Alert your references to watch for the web link via email.
• Login and view the link daily to monitor your reference completion progress.
• Contact references that haven’t completed the survey and remind them to complete it ASAP.
• If references do not respond, add additional references at any time.
• Tell your references their responses are confidential.
• Tell your references they are responding as individuals, not as representatives of any company.

Note: if you choose to “opt out” of the reference check process via Skill Survey, your Skill Survey account will be cancelled. We will take such action to mean you are withdrawing from the hiring process and your interview will also be cancelled.

During your campus interview, we will also have you complete and sign an Authorization for Reference Checks form, which will allow our hiring authority to conduct additional off-list reference checks.

If you have any questions regarding Skill Survey or the reference check process, please do not hesitate to contact me.

Thank you!

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