



# **Search Process Packet**




**for members of**

## **Search Advisory Committees (SAC)**

**for BSU and NTC**



**Search Process Checklist:** Generally, most searches will follow this full search process. The Search Process Checklist (see sample below) will be saved to the search file on the J Drive for the SAC Chair to update and maintain as we proceed through the search process. The SAC Chair will also upload materials to the search file and notify the hiring authority (HA) and human resources (HR) when materials are available for review /approval before proceeding to the next phase of the search. The document also contains sample timelines and emails for reference. This will allow the SAC Chair, HA and/or HR to see where we are in the search process at any time.

 			
BSU / NTC Search Process Checklist			
<b>Classification:</b>		<b>Working Title:</b>	
<b>Hiring Authority:</b>		<b>SAC Chair:</b>	
<b>Date Posted:</b>		<b>HR Contact:</b>	Mary Miller
<b>Bargaining Unit:</b>		<b>PCN:</b>	
<b>Search Number:</b>		<b>HR Business</b>	
Date or X	Who?	Description of Task	
	Cabinet & HA	Cabinet Member and Hiring Authority (HA) determine when a position needs to be filled; presents for Cabinet approval.	
	HA	HA initiates the search by creating or updating the Position Description (PD); obtains Cabinet approval; appoints SAC Chair; submits PD, Vacancy Notice, Ad Plan and name of SAC Chair to HR.	
	HA Chair HR	HR meets with HA and SAC Chair to discuss Affirmative Action goals, unconscious/implicit bias, under-represented groups within the work area, the search process, roles, the search timeline, and Ad Plan.	
	HA HR	HA and HR review / approve the vacancy notice or make recommended edits.	
	HR	HR posts the position as scheduled, advertises per the Ad Plan, and creates search file on the J Drive.	
	HA Chair	HA and SAC Chair form the Search Advisory Committee (SAC), create search timeline and draft interview questions, then forward the details to HR for approval; timeline and interview questions will be saved and maintained in the search file on the J Drive.	
	HR	HR checks SAC Training status of SAC members and sends instructions, if needed. SAC training must have been completed in the past 12 months.	
	Chair SAC	SAC Chair and SAC members complete SAC Training, if needed.	
	Chair SAC	SAC Chair and SAC members draft interview questions, <b>if not already done</b> .	
	Chair	SAC Chair uploads and saves the interview questions to the "Interviews" folder in the search file on the J Drive and routes them to the HA and HR for review / approval or emails to notify them they are on the J Drive for review (see sample "APPROVAL NEEDED" email, if needed); SAC Chair maintains timeline as needed throughout the search process.	
	HA HR	HA and HR review, edit and approve the interview questions, <b>if not already approved</b> .	
	HR	HR reviews candidate pool for diversity and determines if candidates may be released.	
	HR	HR prepares screening tool, releases candidates to the SAC (either in Recruiting Solutions or PeopleAdmin) and sends instructions.	
	SAC	SAC meets to screen candidates.	
	Chair	SAC Chair compiles the master screening tool (consensus of the SAC) with recommendations for interviews, sends to the HA and HR for review / approval, and uploads and saves in the "Screening" folder in the search file on the J Drive.	
	HA HR	HA and HR review / approve screening and requests for interviews; HR notifies HA if any candidates in the pool would be considered an affirmative action hire.	
	HR	HR sends turndowns to those candidates that did not meet the minimum qualifications and/or who are not moving forward in the process.	
	Chair	SAC Chair schedules the first round of interviews via Zoom.	
	SAC	SAC conducts the first round of interviews via Zoom.	
	Chair	SAC Chair prepares the SAC Summary of strengths/weaknesses for all candidates interviewed and SAC recommendations for second interviews, collects the notes taken by the SAC members, uploads and saves them to the "Zoom interviews" folder in the search file on the J Drive and notifies the HA and HR the materials are available for review / approval; see sample "APPROVAL NEEDED" email.	

	HA		HA reviews / approves interview materials and requests for second interviews.
	Chair		SAC Chair schedules the second round of interviews (usually in person on campus).
	Chair		Once scheduled, SAC Chair notifies HR so they can send out Authorization for Reference Checks; also notifies HR if any candidates decline an interview or withdraw their application.
	HR		HR sends out Authorization for Reference Checks and Work Experience Forms to each candidate to complete and return.
	HR	Chair	HR sends turndowns to those candidates who are not moving forward in the process unless the SAC Chair notes any of them should be retained in the pool for the time being.
	Chair		SAC Chair provides a copy of the vacancy notice and each candidate's cover letter and resume/CV to the Dean, Hiring Authority, their administrative assistant, and/or anyone else formally interviewing the candidates (these materials are <b>not to be</b> provided to anyone else outside the search process, such as during a campus forum or teaching demonstration, as they may contain private data).
	Chair	SAC	SAC Chair meets and escorts candidates as needed; SAC conducts interviews; SAC Chair collects signed Authorization for Reference Checks form (if not already returned to HR).
	Chair		SAC Chair (or designee) escorts candidates to next interview or event, if needed.
	HA	SAC	Candidates interview with the Dean, Hiring Authority, or others; participates in teaching demonstration or campus forum, if scheduled as part of the search process.
	Chair		SAC Chair prepares the SAC Summary of strengths/weaknesses for all candidates interviewed and SAC hiring recommendations (if wanted by the HA), collects the notes taken by the SAC members, uploads and saves them to the "Campus (or second) Interviews" folder in the search file on the J Drive and notifies the HA and HR that the materials are available for review / approval; uploads and saves the signed Authorization for Reference Check form, if collected, to the "Reference Checks" folder in the search file on the J Drive for reference by the HA; see sample "APPROVAL NEEDED" email.
	HA		HA reviews / approves interview materials.
	HA		HA meets with SAC Chair or the full committee to discuss SAC recommendations, if needed.
	HA	HR	HA makes hiring decision and consults with HR Business Partner for salary placement (all units except IFO - consult with Associate Provost).
	HA	Chair	Prior to offer the HA, SAC Chair and HR will meet to discuss the overall search process and upcoming offer; HR determines if the proposed hire will be affirmative - if non-affirmative, HA will provide justification which will be maintained and submitted to MMB (when required).
	HA	HR	HA extends verbal offer and notifies HR of response; if the candidate accepts, HR prepares and sends written appointment/offer letter.
	HA	Chair	HA and SAC Chair forward all search materials/records to HR to be retained.
	HA	Chair	HA notifies other finalist candidates that the position has been filled, unless delegated to SAC Chair (this can be done via phone, Zoom, in person, or email), and then notifies HR this has been done so the search can be closed.
	HR		HR completes the <i>Monitoring the Hiring Process</i> (MHP) form and submits to MMB as required; conducts end-of-search data collection/assessment.
	HR		HR closes the search file and retains all search records (4 years).

## Hiring Process for the Search Advisory Committee (SAC) Chair

- Search Chair
- Search Committee
- Hiring Authority
- Human Resources

●●● **Creating the Job Vacancy and Supporting Materials** - it's recommended the hiring authority and search chair go over this together. If the 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 and identifiable, as any candidate without all of them will automatically be disqualified. Ensure all preferred qualifications are present and clear, as anyone with these will be given higher ratings and this will make screening and recommendations for interviews 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 within the applicant pool.
- First-round (Zoom) Interview Questions – Questions should reflect the job responsibilities and qualifications at a basic level and include a question about diversity, equity and inclusion (usually 8-10 questions).
- Second-round (Campus) Interview Questions – Questions should be different than the zoom interview questions, reflect job responsibilities and qualifications at a deeper level, and include a question about diversity, equity and inclusion (usually around 10 questions).
- Determining Search Advisory Committee members - Should be a diverse committee composed of individuals who are somewhat familiar with the position. Some unions require union representation so check with HR, if necessary. Diverse teams will include a balance of males and females; differing racial, religious and cultural backgrounds; and varying abilities. The make-up will also include individuals who will work closely with this position/person and those who may have an outside perspective.
- Teaching presentation/demonstration topic and evaluation - Should be determined prior to interviews being scheduled and submitted for approval.
- Submitting materials for approval – Per the Search Process Checklist, the SAC Chair will upload and save all materials to the search file on the J Drive and then let the hiring authority and HR know when they are available for review and approval before proceeding to the next step of the search process.
- Schedule Meetings - It's recommended that you prepare the search timeline and then look at the schedules of all committee members to determine best days and times for interviews. We suggest you block several tentative times to make sure the SAC members are available when needed for meetings and interviews. You may want to block 2 hours to screen candidates when released, 1 hour the next week to prepare and schedule interviews, and place blocks of times on calendars for the weeks when zoom and campus interviews are to be scheduled.

### ● **Review Candidate Pools**

- If meeting as a group to screen the candidates:
  - Screen - Use one "master" screening tool, which includes all names and information within one spreadsheet. The SAC will go through candidates one at a time and input minimum and preferred qualifications, strengths and weaknesses (only if all minimum qualifications are met), and the status of each candidate (interview recommendations or if they didn't meet the minimum qualifications).
  - Compile Recommendations - Once the spreadsheet is completed, you should clearly see who does not meet minimum qualifications (they should have an "X" in the first yellow column that indicates they don't meet the minimum qualifications and cannot proceed in the process). They will receive turndown letters from HR. You will then go through the candidates that did meet the minimum qualifications, review the preferred qualifications and strengths/weaknesses identified, determine their status, and mark the appropriate yellow column (interview, maybe interview, or qualified but not interviewing). The SAC Chair will upload the "master" screening tool to the J Drive and notify the hiring authority and human resources that the screening results are available for review and approval. These candidates will remain in the applicant pool until it is determined they should be released and then HR will send a turndown letter.

- Submit Materials - The SAC Chair will upload the “master” screening tool to the J Drive and notify the hiring authority and human resources that the screening results are available for review and approval. These candidates will remain in the applicant pool until it is determined they should be released and then HR will send a turndown letter.
- If screening individually:
  - Screen - Each committee member completes their own screening spreadsheet (using the same instructions above). The SAC then meets to review and discuss the screening results together in case there are some differences in screenings so you can discuss and determine the status of each candidate. The SAC Chair compiles the final “master” screening tool, which reflects the consensus of the entire committee. The SAC Chair will collect all of the forms from the SAC members and retain them.
  - Compile Recommendations - Once the “master” copy is completed, you should clearly see who does not meet minimum qualifications (they should have an “X” in the first yellow column that indicates they don’t meet the minimum qualifications and cannot proceed in the process). They will receive turndown letters from HR. You will then go through the candidates that did meet the minimum qualifications, review the preferred qualifications and strengths/weaknesses identified, determine their status, and mark the appropriate yellow column (interview, maybe interview, or qualified but not interviewing).
  - Submit Materials - The SAC Chair will upload the “master” screening tool to the J Drive and notify the hiring authority and human resources that the screening results are available for review and approval. These candidates will remain in the applicant pool until it is determined they should be released and then HR will send a turndown letter.

## ● Interviews

- Schedule Interviews - After approval by the hiring authority and affirmative action officer, the Chair may begin 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 that would work for them in case more than one candidate wants the same time.
- Authorization for Reference Checks form – prior to the campus interview, ask the candidate if they have completed, signed and returned an **Authorization for Reference Checks** form to HR giving the HA permission to conduct off-list reference checks. If not, have them sign one while they are here.
- Take Interview Notes - During interviews, all committee members should take notes and give them to the SAC Chair at the conclusion of the interviews.
- Debrief - After the interview(s), committees should meet to go over the strengths/weaknesses of each candidate and their recommendations for campus interviews or hire. Be sure to identify each candidate’s strengths and weaknesses so it’s clear as to why and who is moving forward and who’s not.
- Compile – The Chair will compose the SAC Summary listing each candidate’s name, their strengths and weaknesses, and the SAC’s recommendations for a second interview or hire.
- Submit Materials - The SAC Chair will upload all of the SAC members’ interview notes and SAC Summary to the appropriate interview folder within the search file on the J Drive and notify the hiring authority and human resources that the interview results are available for review and approval.

## ●●● Hiring Recommendations

- Once final interview results and hiring recommendations are uploaded by the SAC Chair and reviewed and approved, the hiring authority will work with HR for salary placement (all units except IFO, who should consult with the Associate Provost for faculty placements).
- The hiring authority, SAC chair and HR meet to discuss the overall search process and the upcoming offer.

- ☐ Hiring authority contacts finalist and makes the offer and HR follows up with written offer if a verbal acceptance is received.
- ☐ Once the signed offer letter is returned to HR, the position officially closes.
- ☐ Hiring authority then will contact remaining finalists to communicate we have made a hiring decision and the position has been filled.
- ☐ Search chair (or HR) will notify any other candidates still in the pool that the position has been filled.

**SAC meetings/interview days should be discussed and scheduled ahead of time, whenever possible, to make sure everyone is available when needed!**

Sample Timeline - Search with 2 rounds of interviews	
Week #	Description / Action
Week 1	Posting goes live
Weeks 2-3 or 4, depending on length of posting	SAC established; SAC members complete SAC training, if needed; SAC drafts interview questions and submits them for approval
Week 5	Posting closes (usually on Tuesday); candidates released to the SAC (usually on Wednesday) if approved by HR; SAC screens candidates and SAC Chair submits screening tool and first-round interview recommendations to HR
Week 6	Upon approval, schedule and conduct first-round (Zoom) interviews; SAC Chair submits interview notes and SAC summary of candidates' strengths/weaknesses with second-round (Campus) interview recommendations to HR
Week 7	Upon approval, schedule second-round (Campus) interviews; HR sends out Authorization for Reference Check form
Week 8	Conduct second-round interviews; SAC Chair submits interview notes and SAC Summary of candidates' strengths/weaknesses to HR
Week 9	Hiring Authority conducts additional off-list reference checks and makes verbal offer
Week 10	Upon verbal acceptance, HR sends written appointment letter
Sample Timeline - Search with 1 round of interviews	
Week #	Description / Action
Week 1	Posting goes live
Weeks 2-3 or 4, depending on length of posting	SAC established; SAC members complete SAC training, if needed; SAC drafts interview questions and submits them for approval
Week 5	Posting closes (usually on Tuesday); candidates released to the SAC (usually on Wednesday) if approved by HR; SAC screens candidates and SAC Chair submits screening tool and first-round interview recommendations to HR
Week 6	Upon approval, schedule and conduct interviews; HR sends out Authorization for Reference Check form
Week 7	Conclude interviews; SAC Chair submits interview notes and SAC Summary of candidates' strengths/weaknesses to HR
Week 8	Hiring Authority conducts additional off-list reference checks and makes verbal offer
Week 9	Upon verbal acceptance, HR sends written appointment letter



## Unclassified Template (MSUAASF, Administrator, IFO)



**BEMIDJI STATE UNIVERSITY**  
invites applications for the position of:

### INSERT POSITION TITLE

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#### IFO POSTING

**OPENING DATE:** \_\_\_\_\_, 202\_\_

**CLOSING DATE:** Tuesday, \_\_\_\_ \_\_, 202\_\_

**OR** Applications will be accepted until the position is filled. Initial review of applications will begin on Day, Date ??, so applications should be submitted by that time for guaranteed consideration.

**APPOINTMENT DATE:** August 16, 2022 or anticipated start date

**SALARY:** Depends on Qualifications

**JOB TYPE:** APPOINTMENT TYPE (e.g. Fixed Term, Tenure Track/Probationary, etc.)

**BEMIDJI STATE UNIVERSITY (BSU)** invites qualified applicants to join our team as **the/an (insert title)**. BSU's vision is to educate people to lead inspired lives. To accomplish BSU's vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. Centered between the three largest Tribal nations in Minnesota – Leech Lake, Red Lake and White Earth – BSU also prioritizes increasing engagement with American Indian communities to become a destination university.

Enrolling more than 5,000 students, BSU offers more than 70 undergraduate majors and nine graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. BSU's [\*Shared Fundamental Values\*](#) include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship. BSU is located amid the lakes and forests of northern Minnesota and occupies a wooded campus along the shore of Lake Bemidji. BSU balances rigorous academia with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation.

**Insert a paragraph about the department – sample:** The Department of Accountancy at BSU currently houses undergraduate and graduate-level programs including a BS in Accounting and Masters in Public Accounting (MPA). The Department offers effective programs of study providing students the theoretical and technical knowledge needed to excel in accountancy with a well-rounded business education. The Department offers students a program to prepare for CPA certification as well as internships, conference participation, and opportunities to work directly with members of the community. The department is fully committed to equity and to diversity in our faculty and students.

**Responsibilities of the (insert title) include:**

- Teaching *[list specific areas]* The incumbent would be expected to teach courses that would include, but are not limited to *[list specific courses]*

- Contributing to a program of scholarship within the discipline, advising students, serving the University and community, and other associated faculty duties.
- Designing and delivering courses for on-campus and online delivery, as needed.
- Advising and supporting students' academic progress.
- Pursuing scholarly and/or creative activities.
- Contributing to a collegial and supportive environment that advances the goals of the department, including curriculum development, assessment, and other departmental governance activities.
- Contributing to interdisciplinary teaching and involvement in activities that support BSU's [Shared Fundamental Values](#).
- *[For accredited programs, or those intending to become accredited]* Assist with programmatic accreditation
- *[Other responsibilities that are unique to this position]*

**Minimum qualifications for this position include:**

- Earned Masters/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 qualifications include:**

- Skills/ability to design and deliver online courses with Desire To Learn (D2L) software.
- *[Other qualifications specific to this position]*
- Demonstrated experience working with and/or interest working with students and colleagues from multi-cultural and diverse backgrounds and using culturally responsive pedagogy and practice. **OR** Experience working with underserved, underrepresented and marginalized populations. **OR** Demonstrated knowledge of, an interest in, or experience working with students and/or colleagues from multicultural and diverse backgrounds. **OR** A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

**To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of these minimum and preferred qualifications.**

**Other considerations:**

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Inter Faculty Organization (IFO) which can be found at <https://www.ifo.org/>.
- In accordance with the Minnesota State Colleges and Universities (MinnState) 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 MinnState's vehicle use criteria and consent to a motor vehicle records check.
- BSU and NTC are tobacco free workplaces ([see policy](#)).

**Apply online:** <https://bemidjistate.peopleadmin.com/>

**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.



- Unofficial transcripts for all coursework. (only request if absolutely necessary to determine the candidates' qualifications)
- Teaching statement documenting teaching experience and success and demonstrated interest in the teaching-learning process.

**Inquiries: INSERT CHAIR INFO  
NAME, TITLE  
EMAIL**

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

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## **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.

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. 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.

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 [About BSU](#) visit our website at: <http://www.bemidjistate.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](#)

### **Other Resources:**

- Visit Bemidji – <https://www.visitbemidji.com/>

- 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
  - Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
  - Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>
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### **Statement of Notice**

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Title IX Coordinator if you have concerns regarding discrimination and/or sexual violence. Per Minnesota State System Procedure 1B.3.1, all universities and colleges must provide contact information of their Title IX Coordinator.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator

Email: [TitleIX@bemidjistate.edu](mailto:TitleIX@bemidjistate.edu) or [Megan.Zothman@BemidjiState.edu](mailto:Megan.Zothman@BemidjiState.edu)

Phone: (218) 755-2502

1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

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*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.*

# Classified Template- (AFSCME, MAPE, MMA, Commissioners Plan, Managerial)



**Bemidji State University**  
invites applications for the position of:

## INSERT POSITION TITLE

### “UNIT” POSTING

**CLASSIFICATION:** X (PCN 00000000)

**OPENING DATE:** \_\_ \_\_, 202\_\_

**INTERNAL BID DEADLINE:** Monday, \_\_ \_\_, 202\_\_, at 4:30 p.m.

**CLOSING DATE:** Tuesday, \_\_ \_\_, 202\_\_, at 11:59 p.m.

**POSITION LOCATION:** X

**JOB TYPE / SCHEDULE:** Unlimited Full-time; Monday – Friday 8:00 a.m. – 4:30 p.m.

**PAY / SALARY RANGE:** Depends on Qualifications; current pay range is \$\_\_ - \$\_\_ per hour

**BEMIDJI STATE UNIVERSITY (BSU)** invites qualified applicants to join our team as an **(insert title)**. BSU’s vision is to educate people to lead inspired lives. To accomplish BSU’s vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. Centered between the three largest Tribal nations in Minnesota – Leech Lake, Red Lake and White Earth – BSU also prioritizes increasing engagement with American Indian communities to become a destination university.

Enrolling more than 5,000 students, BSU offers more than 70 undergraduate majors and nine graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. BSU’s [Shared Fundamental Values](#) include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship. BSU is located amid the lakes and forests of northern Minnesota and occupies a wooded campus along the shore of Lake Bemidji. BSU balances rigorous academia with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation.

**Insert a paragraph about the department – sample:** The Department of Accountancy at BSU currently houses undergraduate and graduate-level programs including a BS in Accounting and Masters in Public Accounting (MPA). The Department offers effective programs of study providing students the theoretical and technical knowledge needed to excel in accountancy with a well-rounded business education. The Department offers students a program to prepare for CPA certification as well as internships, conference participation, and opportunities to work directly with members of the community. The department is fully committed to equity and to diversity in our faculty and students.

#### Responsibilities of the (inset title) include:

- Item 1. **Percent of Time:** \_\_%
- Item 2. **Percent of Time:** \_\_%

- **Item 3. Percent of Time: \_%**

**Minimum qualifications for this position include:**

- Education requirement.
- Experience requirement.
- Sample: Customer service skills (this requires common courtesy, tact, interest in positive problem solving, empathy, the ability to listen carefully, and the ability to organize ideas logically).
- Sample: Data entry, word processing, spreadsheet, and database management skills sufficient to create, enter, modify, prepare, and retrieve data in a variety of formats and documents with speed and accuracy.
- Sample: Ability to work accurately in a fast-paced work environment and be able to balance multiple competing demands.

**Preferred qualifications include:**

- 1
- 2
- Demonstrates a knowledge of, an interest in, or experience with, diverse cultures and populations. (Or a differently worded diversity statement)

**To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the qualifications.**

**Other considerations:**

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the **(insert name of bargaining unit)** bargaining unit, which can be found at: **(insert link)**.
- In accordance with the Minnesota State Colleges and Universities (MinnState) 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 MinnState's vehicle use criteria and consent to a motor vehicle records check annually.
- BSU and NTC are tobacco free workplaces [\(see policy\)](#).

**Physical factors of the position include: (if needed)**

- 1
- 2
- 3

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**TO APPLY:**

Apply for **Vacancy Posting** \_\_\_\_\_, on the Minnesota Management and Budget (MMB) website:  
<http://mn.gov/mmb/careers/>.

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>.

**Internal Bid Process** - Open for Bids from eligible \_\_\_\_\_ members from 0/0 – 0/0/202\_. Any current employee interested in this position and eligible to bid should submit a [Bid Application](#) by 4:30 p.m. on Monday, \_\_ \_\_, 2021, to Teresa Hanson in the HR office at [teresa.hanson@bemidjistate.edu](mailto:teresa.hanson@bemidjistate.edu). The bid form may also be found on the [Human Resources website](#).

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

**Inquiries about the position:**

Name of SAC Chair or contact

Phone number

Email address

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

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All employees must comply with department and institution procedures and policies, MinnState 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.*

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**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.

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. 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.

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 [About BSU](#) visit our website at: <http://www.bemidjistate.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](#)

**Other Resources:**

- Visit Bemidji – <https://www.visitbemidji.com/>
  - 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
  - Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
  - Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>
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**Statement of Notice**

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Title IX Coordinator if you have concerns regarding discrimination and/or sexual violence. Per Minnesota State System Procedure 1B.3.1, all universities and colleges must provide contact information of their Title IX Coordinator.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator  
Email: [TitleIX@bemidjistate.edu](mailto:TitleIX@bemidjistate.edu) or [Megan.Zothman@BemidjiState.edu](mailto:Megan.Zothman@BemidjiState.edu)  
Phone: (218) 755-2502  
1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

*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.*

**FOR POSITIONS THAT SERVE BOTH BSU AND NTC, USE THIS VERBIAGE INSTEAD:**

**UNIVERSITY / COMMUNITY  
WHY BEMIDJI:**

The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts.

**Bemidji State University**, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. Enrolling more than 5,100 students, Bemidji State offers more than 80 undergraduate majors and nine graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. The university's Shared Fundamental Values include environmental stewardship, civic engagement and international and multicultural understanding.

**Northwest Technical College** has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college's accessible, affordable, hands-on programs also help the region's employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, Northwest Technical College is a short distance from Lake Bemidji, and both campuses are 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.

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**For further information, visit our websites at: <http://www.bemidjistate.edu> or <https://www.ntcmn.edu>**

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#### **Other Resources:**

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- 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
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Megan Zothman, Campus Human Resources Officer & Title IX Coordinator

Email: [TitleIX@bemidjistate.edu](mailto:TitleIX@bemidjistate.edu) or [Megan.Zothman@BemidjiState.edu](mailto:Megan.Zothman@BemidjiState.edu)

Phone: (218) 755-2502

1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

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

**Position:** \_\_\_\_\_

*(This is the standard list for most positions.)*

- BSU / NTC HR Websites
- Bemidji Pioneer, BuyLine & Blackduck American
- Tribal Nation (11) contact List
- Beltrami County Veterans Office
- Northwest Indian Community Development Center
- CareerForce (MinnesotaWorks.net)
- Bemidji Area Chamber of Commerce – online Job Postings
- HERC (Higher Ed. Recruitment Consortium) – Automatic crossover with People Admin
- MnSCU Career Opportunities – Automatic crossover with People Admin
- MMB (classified positions) or People Admin (unclassified positions)

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.


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Selecting the Search Advisory Committee 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 Human Resources. Below are requirements based on bargaining unit.

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

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

Search / Position Title and # _____	Minimum Qualifications					Preferred Qualifications										Check if recommended for an interview			Comments
	Minimum Qualification 1	Minimum Qualification 2	Minimum Qualification 3	Minimum Qualification 4	Minimum Qualification 5	Check if not ALL minimum qualifications are met	Preferred Qualification 1	Preferred Qualification 2	Preferred Qualification 3	Preferred Qualification 4	Preferred Qualification 5	Preferred Qualification 6	Preferred Qualification 7	Check if recommended for an interview	Maybe interview	Qualified but not interviewing			
	Minimum Qualifications						Preferred Qualifications												
Applicant 1																		Strengths: Weaknesses:	
Applicant 2																		Strengths: Weaknesses:	
Applicant 3																		Strengths: Weaknesses:	
Applicant 4																		Strengths: Weaknesses:	
Applicant 5																		Strengths: Weaknesses:	
Applicant 6																		Strengths: Weaknesses:	
Applicant 7																		Strengths: Weaknesses:	
						0								0	0	0	0		


 This number should match the total number of candidates in the pool

## Sample Screening Results Email

-Gets emailed to HR who then sends to Hiring Authority and HR 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

Minnesota State has signed an agreement with Zoom through June 13, 2023, giving all active Minnesota State faculty, staff and students access to utilize Zoom. To ensure functionality offered to you through the Minnesota State contract, please ensure that you're using <https://minnstate.zoom.us> to access and use the Zoom service.

To schedule your meeting:

1. Go to <https://minnstate.zoom.us/> and sign in using your StarID and password
2. Click on "Schedule a meeting" - 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)

### Schedule a Meeting

Topic


My Meeting

Description (Optional)

Enter your meeting description

When

02/17/2020



5:00

▼

PM

▼

Duration

1

▼

hr

0

▼

min

Time Zone

(GMT-6:00) Central Time (US and Canada)

▼

☐

Recurring meeting

Registration

☐ Required

Meeting ID

☐ Generate Automatically

☒ Personal Meeting ID 923-362-8038

Meeting Password

☐ Require meeting password

Video

Host

☒ on

☐ off

Participant

☒ on

☐ off


Audio

☐ Telephone   ☐ Computer Audio   ☒ Both

Dial from United States of America   [Edit](#)

Meeting Options

☒ Enable join before host

☐ Mute participants upon entry 

☐ Enable waiting room

☐ Only authenticated users can join

☐ Breakout Room pre-assign

☐ Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

Cancel

## Zoom Training, Guides and Tutorials

- Self-service guides at the [Zoom Help Center](#)
- [Zoom Video Tutorials](#)
- Live training sessions - pick a date/time that works for your schedule at <https://zoom.us/livetraining>

## 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.

The 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're still interested in being considered for this position and reply with **2 or 3 of the following times that you could be available to meet with us:**

Day	Date	Time (CST)
Monday	November ##, 2020	8:30 a.m.
		10:00 a.m.
		2:45 p.m.
Tuesday	November ##, 2020	1:00 p.m.
		2:00 p.m.
		3:30 p.m.
Wednesday	November ##, 2020	9:00 a.m.
		10:00 a.m.
		2:00 p.m.
		3:00 p.m.

Once the interviews are confirmed, I will provide you with detailed instructions for our zoom meeting (or call).

We very much appreciate your time and look forward to hearing back from you.

## Sample ZOOM interview confirmation email

Good morning XXX,

We are very excited to meet with you on \_\_\_\_day! You are scheduled for a Zoom interview at \_\_\_\_ AM/PM CST with the following search committee members:

- Name, title
- Name, title
- Name, title
- Myself, title

To join the zoom meeting, please click the following link, (insert ZOOM MEETING LINK here) and enter the password (if any) when prompted. 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.

### Join Zoom Meeting

Phone one-tap: US: [+13017158592](tel:+13017158592) or [+13126266799](tel:+13126266799)  
Meeting URL: <https://minnstate.zoom.us/j/94999503492>  
Meeting ID: 949 9950 3492  
Password: 061154

### Join by Telephone

For higher quality, dial a number based on your current location.

Dial:  
US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Meeting ID: 949 9950 3492

### International numbers

### Join from an H.323/SIP room system

H.323: 162.255.37.11 (US West)  
162.255.36.11 (US East)  
115.114.131.7 (India Mumbai)  
115.114.115.7 (India Hyderabad)  
213.19.144.110 (EMEA)  
103.122.166.55 (Australia)  
209.9.211.110 (Hong Kong SAR)  
64.211.144.160 (Brazil)  
69.174.57.160 (Canada)  
207.226.132.110 (Japan)  
Meeting ID: 949 9950 3492  
Password: 061154  
SIP: [94999503492@zoomcrc.com](mailto:94999503492@zoomcrc.com)  
Password: 061154

### Skype for Business (Lync)

<https://minnstate.zoom.us/skype/94999503492>



**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.*

**Candidate's Strengths** (as they relate to the qualifications of the position):

**Candidate's Weaknesses** (as they relate to the qualifications of the position):



**Sample Zoom Results Memo**  
**-Gets emailed to HR who then sends to Hiring Authority for**  
**Approval via email and CC's search chair along with**  
**committee's interview notes**

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

## Sample Itinerary for Campus Interviews / Forums

**Interview Schedule for  
(Candidate Name)**

**Candidate for (Position)  
(Date of interview)**

<b><u>Time</u></b>	<b><u>Description / Details</u></b>	<b><u>Location (or zoom link)</u></b>
8:00 am	Audio and video check, if needed for zoom meeting Who will pick them up, if meeting in person (Name and title of contact)	Room or zoom link
8:10 – 8:25 am	Initial meet and greet (Name and title of contact)	Room or zoom link
9:00 – 9:30 am	Meet with (Hiring Authority) (Name and title of contact)	Room or zoom link
9:45 – 10:15 am	Meet with Bargaining Unit representatives (Name and title of contact)	Room or zoom link
10:20 – 10:45 am	Meet with Dr. Debbie Guelda, if needed Director, Teaching and Learning Center and the Center for Professional Development	Room or zoom link
11:00 – noon	BSU Campus Forum (Topic for the presentation / discussion)	Room or zoom link
12:00 – 1:00 pm	Break	
1:00 – 1:45 pm	Meet with (Provost Council or other pertinent group) (Name and title of contact)	Room or zoom link
2:00 – 3:00 pm	Interview with Search Advisory Committee (SAC)	Room or zoom link
3:10 – 3:55 pm	Meet with (Department Chairs or other group)	Room or zoom link
4:00 – 4:45 pm	Meet with (Cabinet or other group) (Name and title of contact)	Room or zoom link
4:45 – 5:00 pm	Exit Interview with Search Committee Chair (Name and title of contact)	Room or zoom link

**ACADEMIC AND STUDENT AFFAIRS GUIDELINES FOR  
REIMBURSEMENT FOR CANDIDATE INTERVIEWS  
UPDATED – 12-7-18**

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](mailto:Susan.Busta@bemidjistate.edu)

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

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 <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►  <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
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.

Social security number									
or									
Employer identification number									

## Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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](http://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

Vendor# \_\_\_\_\_

☐ Change of Address

☐ Change of Name

☐ Change of TIN

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 #):

\*W-9 requirement (all new vendor #s) - IRS Link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>

### **\*Required Items**

Send completed form to: BSU Accounting Services #5

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#### 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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Grand total-down \_\_\_\_\_

Signed:

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

Date:

**Please attach receipts**

**Electronic signatures not accepted**



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

Name of Requestor: _____		Title: _____													
Phone: _____		Date of request: _____													
		Department: _____													
Expenses for which approval is requested:															
<p>The following may be approved by the appointing authority or designee:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1. Full cost of a meal for a conference, workshop, seminar, meeting, etc.  <input type="checkbox"/> 2. Food/refreshments for business with citizens, board members, etc.  <input type="checkbox"/> 3. Registration fees for conferences, seminars, workshops, etc.  <input type="checkbox"/> 4. Food/refreshments for college/university events with non-employees  <input type="checkbox"/> 5. Food/refreshments for events where registration fees are charged  <input type="checkbox"/> 6. Food/refreshments for meetings consisting primarily of state employees  <input type="checkbox"/> 7. Food/refreshments for Board of Trustees/President meetings or functions         </div> <div style="width: 50%;"> <input type="checkbox"/> 8. Special contract expenses  <input type="checkbox"/> 9. Lodging if an employee is not in travel status.  <input type="checkbox"/> 10. Expenses for an employee's attendant  <input type="checkbox"/> 11. State Fair expenses  <input type="checkbox"/> 12. Employee awards/recognition events  <input type="checkbox"/> 13. Student related event  <input type="checkbox"/> 14. Other: Giveaways, identifying apparel, etc.              Describe here: _____         </div> </div>															
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):															
<input type="checkbox"/> Requestor only <input type="checkbox"/> State employees. List names and titles: _____  		<input type="checkbox"/> Other participants. List names, titles and organizations: _____  													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Description of Expense (include vendors you intend to purchase from):</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Unit Cost</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="4" style="text-align: right; padding-top: 10px;"><b>TOTAL REQUESTED: \$</b> _____</td> </tr> </tbody> </table>				Description of Expense (include vendors you intend to purchase from):	Quantity	Unit Cost	Total					<b>TOTAL REQUESTED: \$</b> _____			
Description of Expense (include vendors you intend to purchase from):	Quantity	Unit Cost	Total												
<b>TOTAL REQUESTED: \$</b> _____															
Explain why the State should pay these expenses: _____															
Requestor's Signature: _____ Date: _____ **I verify that funds are available in Account # _____															
<b>DEAN OR VICE PRESIDENT APPROVAL</b> <input type="checkbox"/> Approved for an amount not to exceed: \$ _____ <input type="checkbox"/> 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.															
<b>UNIVERSITY/COLLEGE/MNSCU EXECUTIVE APPROVAL</b> (Only if required due to nature of expense beyond parameters of attached MnSCU Special Expense Procedures) <input type="checkbox"/> Approved for an amount not to exceed: \$ _____ <input type="checkbox"/> Not approved because: _____  Signature: _____ Title: _____ Date: _____															

**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 regulations. Provisions for 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/disapprove special expense requests for the system office's employees to the associate vice chancellors or above through the delegation of authority process.

The chancellor delegates the authority to approve/disapprove special expense requests for employees of the state colleges and universities to the presidents. A president may delegate his/her authority to approve/disapprove special expense requests to a college/university 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, seminars, workshops, or education courses. Education courses provided through a 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
  - e.) structured 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 follow for individual employee 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. Alcoholic 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.*

**Candidate's Strengths** (as they relate to the qualifications of the position):

**Candidate's Weaknesses** (as they relate to the qualifications of the position):



## **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:

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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.

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Signature

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Date

---

Print Name

<b>OFFICE USE ONLY</b>	Search Title:
	Search Number:

**Sample Campus Interview Memo**  
**-Gets emailed to HR who then sends to Hiring Authority 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.