



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.

Bemidji State University



Northwest Technical College

BSU / NTC Search Process Checklist

Classification:		Working Title:	
Hiring Authority:		SAC Chair:	
Date Posted:		HR Contact:	
Bargaining Unit:		PCN:	
Search Number:		HR Business	

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 and advertises per the Ad Plan.
	HA Chair	HA and SAC Chair form the Search Advisory Committee (SAC), create search timeline and draft interview questions and reference check questions, then forward the details to HR for approval; timeline, interview questions and reference check questions will be saved and maintained by human resources.
	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 and reference check questions, if not already done .
	Chair	SAC Chair emails the HA and HR interview questions and reference check questions for review / approval (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 and reference check questions, if not already approved .
	HR	HR reviews candidate pool for diversity and determines if candidates may be released.
	HR	HR prepares screening tool, releases candidates to the SAC and sends instructions.
	SAC	SAC meets to screen candidates.
	Chair	SAC Chair compiles the main screening tool (consensus of the SAC) with recommendations for interviews, emails to the HA and HR for review / approval.
	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, and emails these to the HA and HR 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 (if applicable) to each candidate to complete and return.		
	HR	Chair	HR sends turn downs 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 not to be 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, and emails them to the HA and HR for review / approval; emails HR the signed Authorization for Reference Check form, if collected, 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	HR	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 conducts reference checks, extends verbal offer and notifies HR of response; if the candidate accepts, HR prepares and sends written appointment/offer letter. HA sends HR completed reference checks on candidate.	
	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 email the primary HR Recruiter and then they will email out to the Hiring Authority and Affirmative Action so they can review and approve 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 "main" 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).

- Submit Materials - The SAC Chair will email the “main” screening tool to the HR Recruiter, and they will email the Hiring Authority and Affirmative Action the screening results 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 “main” 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 “main” 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 email the “main” screening tool to the HR Recruiter, and they will email the Hiring Authority and Affirmative Action the screening results 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 (if doing two rounds) or hire.
- Submit Materials - The SAC Chair will email all of the SAC members’ interview notes and SAC Summary to the HR Recruiter and they will email the Hiring Authority and Affirmative Action the interview results for review and approval.

●●● Hiring Recommendations

- Once final interview results and hiring recommendations are emailed 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 will notify any other candidates that interviewed for the position that it 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 #	Dates	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 reference check 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		Conclude second-round interviews; SAC Chair submits interview notes and SAC Summary of candidates' strengths/weaknesses to HR
Week 9		Hiring Authority conducts 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 #	Dates	Description / Action
Week 1		Posting goes live
Weeks 1-2		SAC established; SAC members complete SAC training, if needed; SAC drafts interview questions and reference check questions and submits them for approval
Week 3		Posting closes (usually on Tuesday); candidates released to the SAC (usually on Wednesday) if approved by AAO/HR; SAC screens candidates and SAC Chair submits screening tool and interview recommendations to HR
Week 4		Upon approval, schedule and conduct interviews; HR sends out Authorization for Reference Check form
Week 5		Conclude interviews; SAC Chair submits interview notes and SAC Summary of candidates' strengths/weaknesses to HR
Week 6		Hiring Authority conducts reference checks and makes verbal offer; 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

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.

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](#)).

TO APPLY:

Apply for **Vacancy Posting JR0000000097**, on our [career site](#) to search and apply for jobs, and to check the status of applications. Those applying for a position will be prompted to create a profile in Workday. For assistance, please [contact us](#).

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.

UNIVERSITY / COMMUNITY

WHY BEMIDJI:

It's more than a job. It's an opportunity for the extraordinary.

On the idyllic shores of Lake Bemidji, cradled among the limitless natural beauty of the North Woods and neighbored by Minnesota's three largest Indigenous nations, Bemidji State University and Northwest Technical College offer opportunities for the extraordinary.

Bemidji State University has been ranked as one of the top 30 public institutions in the Midwest region by U.S. News & World Report each year since 2019. BSU offers its diverse student body a comprehensive spectrum of opportunities with nearly 120 undergraduate degrees and emphasis areas in more than 50 areas of study, 14 pre-professional programs, and 14 graduate programs and certificates.

As Bemidji State continues its second century of service, our vision is simple: we educate people to lead inspired lives. To achieve this, BSU centers diversity, equity and inclusion as a core value and strives to create a campus culture in which all members are free to be their authentic selves. BSU also proactively engages with Indigenous communities in northern Minnesota and nationwide toward its goal of becoming a destination university.

Northwest Technical College, one of only three pure technical colleges remaining in Minnesota, helps around 1,000 students align their education with their employment goals. NTC offers more than three dozen certificates, diplomas, and degrees in five career paths. For more than 50 years, NTC has prepared students for fulfilling careers in well-paying, in-demand fields. NTC's accessible, affordable, hands-on programs also help employers meet their ever-growing need for a highly skilled workforce. With an open-enrollment policy and affordable tuition, NTC meets students where they are with a convenient mix of on-campus, online, and hybrid courses.

BSU and NTC are members of the Minnesota State system of colleges and universities, the third-largest system of higher education institutions in the United States. The schools share a unique alignment, with administration and student services generally having dual responsibilities to serve both campuses. Through this alignment, NTC students can take advantage of services, support, activities, and opportunities at BSU that expand and enhance their college experience — such as full access to BSU's library and the ability to live in BSU's on-campus resident housing.

For the first time, a joint strategic planning process will guide the future directions for both institutions. The schools are pursuing four shared strategic priorities: student success, the Nisidotaading initiative, northern distinction, and telling our story. These priorities will serve as the foundations for master planning processes for facilities, academic programs, fundraising, information technology, intercollegiate athletics, and diversity, equity, and inclusion, among others.

The Nisidotaading initiative — named for an Ojibwe phrase meaning “building mutual understanding” — is creating a statewide center of excellence. It will develop communities of practice meant to help Minnesota State colleges and universities better educate their campus communities on historical trauma and lived experiences of their Indigenous populations, and how to most effectively guide Indigenous students toward their educational goals. In addition, BSU is the first university in the United States to expose all of its students to a course on Indigenous people before graduation.

Bemidji State University acknowledges that it is located on land and water that is the current and ancestral homeland of the Ojibwe and Dakota. We acknowledge the painful history of genocide, forced assimilation, and efforts to alienate the Indigenous inhabitants from their territory here. We honor and respect the many diverse Indigenous peoples still connected to this land, retained tribal sovereignty, treaty rights, and cultural resilience. Indigenous people are spiritual and physical caretakers of this land to which we all belong. Bemidji State University respects these sacred lands, stands with the community members from these Nations, and will fight

injustice in all its forms.

At Minnesota State, the work we do is more than just a job. In their pursuit of purpose, connection, and growth, our employees play a critical role on our campuses. They develop policies, provide essential services, and work to improve the well-being and quality of life for our students and for all Minnesotans. Minnesota State is committed to equity and inclusion, and we invest in our employees by providing benefits, support resources, and training and development opportunities. **Unlock your potential through possibility.**

The City of Bemidji

Bemidji State University and Northwest Technical College lie amid the lakes and forests of northern Minnesota. Bemidji State occupies a wooded campus along the western shore of Lake Bemidji while Northwest Technical College lies just three miles east, near Bemidji's robust industrial district.

The city sits between Minnesota's three largest American Indian tribal nations: the Leech Lake Band of Ojibwe, the Red Lake Nation and the White Earth Nation. When settling the Bemidji area in 1750, the Ojibwe people named the lake Bemidjigamaag, which means "a lake with crossing waters" as the Mississippi River flows in from the south and exits on the east. Today, a city proper with a population of around 15,000 serves as a regional economic and cultural hub for about 100,000 Minnesotans.

Located just minutes away from a thriving downtown Bemidji, both the BSU and NTC campus communities have convenient access to affordable restaurants, fine-dining experiences, cozy coffee shops, grocery stores — including a natural foods co-op — city parks, and nearly unlimited outdoor recreational opportunities. Small, locally-owned shops and art sculptures line Bemidji's downtown streets, while national chains are also found in and around the area. The historic Paul Bunyan Playhouse has a calendar of classic shows, restaurants offer weekly live music performances, the First Friday Art Walk provides a tour of new monthly art exhibits, and annual festivals bring the community together throughout the year.

Additionally, the North Woods setting means students, staff, and faculty have a variety of activities available at their fingertips year-round. With more than 400 lakes — and a 240-acre research forest owned by BSU — within 25 miles of the city, there is easy access to kayaking, canoeing, swimming, boating, paddle boarding, hunting, hiking, biking, foraging, fishing, and more. An expansive network of multi-use trail systems is available for running, cross-country skiing, single-track or fat-tire biking, and skijoring. Further, downhill skiing, snowboarding, and tubing lie just north of Bemidji at the Buena Vista Ski Area.

Bemidji is also near two of Minnesota's 66 state parks: Lake Bemidji State Park, which sits along Lake Bemidji's northern shore, and Itasca State Park, home to the majestic Mississippi River Headwaters. Both parks are popular recreational and camping destinations where locals and tourists gather for sailing, swimming, and fishing during the summer months, and skating, hockey, curling, and—yes—more fishing in the winter.

Of course, no tour of Bemidji is complete without a visit to — and a selfie with — its two most famous residents: the iconic statues of Paul Bunyan and his trusty companion, Babe the Blue Ox. The famed duo, which has greeted visitors to Bemidji since 1937, is on the National Register of Historic Places and was once ranked by Kodak as the second most-photographed statue in America.

For further information [About BSU](http://www.bemidjistate.edu) 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 or 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.

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 **the/an (insert title)**. BSU’s vision is to educate people to lead inspired lives.

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

TO APPLY:

Apply for **Vacancy Posting JR0000000097**, on our [career site](#) to search and apply for jobs, and to check the status of applications. Those applying for a position will be prompted to create a profile in Workday. For assistance, please [contact us](#).

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. 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.

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.

FOR POSITIONS AT BSU, USE THIS VERBIAGE:

UNIVERSITY / COMMUNITY WHY BEMIDJI:

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As Bemidji State continues its second century of service, our vision is simple: we educate people to lead inspired lives. To achieve this, BSU centers diversity, equity and inclusion as a core value and strives to create a campus culture in which all members are free to be their authentic selves. BSU also proactively engages with Indigenous communities in northern Minnesota and nationwide toward its goal of becoming a destination university.

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

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

Position: Search Title

(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) <https://www.careerforcemn.com/meet-your-regional-team>
- Bemidji Area Chamber of Commerce – online Job Postings
- HERC (Higher Ed. Recruitment Consortium) – Automatic crossover with Workday
- MnSCU Career Opportunities – Automatic crossover with Workday
- MMB (classified positions) and/or Workday (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.

Please list here any off-list advertising and a cost center number to charge the expense back to:

- _____ Cost Center # _____



**TAKE
NOTE**

New recruiting service for posting all state jobs

In early July, MMB contracted with DirectEmployers Association, a national nonprofit organization that provides enhanced recruitment tools to its member employers. As a result of this new partnership, DirectEmployers has begun posting all State vacancies to more than 800 websites that target recruitment efforts toward women, veterans, diverse communities, and people living with disabilities, as well as other national and global websites. The new tool also provides the opportunity to customize recruitment efforts to local and statewide community partners. More information will be shared early this fall with HR directors and agency recruitment teams.

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.

BARGAINING UNIT	SAC REQUIREMENTS*
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 membership
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 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					Demonstrate a knowledge of, an interest in, or experience with these cultures and populations					Check if recommended for an interview					Maybe Interview					Qualified but not interviewing					Comments																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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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 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

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
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)

<u>Time</u>	<u>Description / Details</u>	<u>Location (or zoom link)</u>
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 Guelta, 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 – 11-19-24**

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. Those limits can be found here [Travel Reimbursement & Expenses | Business Services | Bemidji State University](#):

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: 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. 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. Make sure to have the most current address for the candidate on the expense form.

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 Travel Office at (218) 755-2850.

Bemidji State University | Northwest Technical College

7/26/19

Non-employee Expense Report

NAME: (PRINT)				Full Address: (PRINT)				*SS# Required*		Account Number#			
Phone Number				Reason for travel / expenses:									
Trip Start : Date & Time Trip End: Date & Time													
Daily Description: Date, Location & Time				Meals in \$			Private Car Miles		Lodging	Air	Other	Subtotals	
				Breakfast	Lunch	Dinner	Miles	x Rate	Mileage Total				
Subtotals Down													
Office Use				Input Object Codes									
											Grand total-down		

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



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:

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 Reference Check Questions - Revise according to position

*** Must have signed authorization forms from finalists before checks are conducted!**

BEMIDJI STATE UNIVERSITY – Reference Check Questions

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

Candidate's Name: _____

Interviewer: _____

Name of Reference: _____

Date: _____

Questions

1. How long have you known this candidate, and in what capacity?
2. How would you describe this individual generally?
3. How does this individual interact with professional staff? What role does s/he typically play in a group or team setting?
4. Describe this individual's relationship with students.
5. What examples can you give to illustrate this person's ability to solve problems and or think creatively?
6. Tell us about this person's administrative skill. How does s/he manage their time and workload?
7. Can you share an example of a time that this person particularly impressed you or "stepped up" in a time of need?
8. Tell me about this individual's strengths. In what areas could this person grow professionally?
9. Do you have any concerns about this person that we should be aware of?
10. Anything else you would like to add?

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.