

INTERVIEW PROCEDURES

Broadband - Staff

Please read prior to scheduling interviews

These procedures have been established to comply with the NDUS equal opportunity. *North Dakota State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status or sexual orientation.* If you have questions, please contact Human Resources.

1. All application materials are enclosed for the search committee (at least 3 people) to screen. Complete the enclosed screening activity sheet. The criteria used to screen each applicant is **the minimum and preferred qualifications advertised.**
2. Points are determined for each advertised qualification.
 - Document reasons for point differences.
 - Point value (for Minimums, Preferreds, ND Vet, Disabled Vet) must total 100.
3. Only candidates meeting the advertised minimum qualifications may be considered for the position.
4. After screening, all candidates must be ranked according to total score.
 - Highest total points = most qualified.
 - Qualified disabled ND wartime veterans are ranked #1 and considered the top candidate, regardless of score.
 - **If a qualified North Dakota wartime veteran is in the applicant pool, contact Human Resources before the individuals are contacted for an interview in order to review the screening process.**
 - Invite the top candidates to interview for the position.
 - Conduct reference checks on top candidates, preferably 2 past employers.
- *5. When inviting candidates to interview, the question, "Do you need any assistance or accommodation during this interview?" must be asked of each candidate.
- *6. If you would like the interview questions reviewed by Human Resources prior to interviewing to ensure compliance with employment laws, please contact Human Resources.
7. Complete the **Interview Report Form** after interviewing each candidate (sign and date).
8. Conduct a criminal history background check on selected candidate(s).
9. Meet with the Human Resources Administrator to review the position file. Bring the complete file (resume, Screening Sheet, and Interview Reports) to the meeting.
10. Return the completed **Request to Offer form** with signatures by appropriate Vice President, Vice President for Business, and the President to Human Resources. Offer cannot be made to selected candidate until a completed Request to Offer form is received by Human Resources.
11. After approval, contact selected candidate and offer the position.
12. Department notifies all interviewed candidates of the hiring decision. Human Resources notifies candidates who were *not* selected for an interview.
13. Identification documents are required of a new employee (drivers license and social security card or birth certificate) for the federal requirement for verification of employment eligibility. Payroll forms will not be processed and checks will not be issued until this verification has been completed.

* To comply with the Americans with Disabilities Act (ADA) and other employment laws.

Reviewed: Fall, 2008

Sponsor: Human Resources Administrator