

INTERVIEW PROCEDURES

Broadbands 0000, 1000, 3000-7000 – Staff

1. Initial Procedures

Appointments to the Mayville State University staff are made by the President of the University. Procedures used in the opening of staff positions and in the selection of candidates are as follows:

1. The staffing needs of each department are determined on the basis of schedule requirements, anticipated work load, and anticipated retirements, resignations, and approved leaves of absence.
2. A position opening because of a retirement or resignation should be discussed by the Director of the department and the appropriate cabinet member to determine whether the position requires a search. The cabinet member then requests approval to search from the President. No search can be conducted without the President's approval.
3. A new position request requires budget approval from the Controller, VPBA, and President. The department director should develop a statement of need, using data, to support the request. Requests for new positions should be submitted to the appropriate cabinet member, and are subject to annual budgeting guidelines/process.
4. When the department director receives approval to move forward, the director will establish a search committee, prepare a vacancy notice in the recruitment software, and develop the screening criteria for initial review.
 - a. The Search Committee should approve the vacancy notice and screening criteria before the position is ready to post.
5. In order for an application to be considered complete, it should include a letter of application, a resume, and professional references. Departments may require additional materials as appropriate to the nature of the job duties.
6. The position will be posted via electronic means once MSU approvals have been secured in recruiting software. The Director should work with the Human Resources office to place ads in appropriate locations, based on the recommendations of the Search Committee.
7. The position must be posted for at least 10 business days.
8. The Human Resources office will conduct initial screening for Veteran's preference and release the applications after the closing date.
9. The Search Committee will review all complete applications and decide which candidates merit consideration as semi-finalists.
 - a. The Search Committee may conduct email, phone or video screening sessions to limit the pool.
 - b. The Committee must develop a standard set of questions, to be approved by the appropriate cabinet member or Director of HR, to ask semi-finalists and references when contacts are made.

- c. Contacts will be made by the director/supervisor or by a member or members designated. All notes taken during this process become part of the search file.
 - d. It is recommended that the search committee notify the semi-finalists of the expected salary range.
 - e. The Search Committee will choose the finalists whose complete credentials have been examined.
10. The Director will ask permission from the appropriate cabinet member to invite candidates to campus.

2. Procedures for Conducting an Interview

1. With the permission of the cabinet member, the Chair of the committee will issue invitations for campus interviews to the finalists. The Chair of the Search Committee is responsible for scheduling the interview process. The interview may include, but does not require:
 - f. Campus tour
 - g. City tour
 - h. Individual interviews with cabinet members
 - i. Presentation
 - j. Meet with members of the Department
 - k. Interview with the Search Committee
- a. Meeting with students
2. When inviting candidates to interview, the question, "Do you need any assistance or accommodation during this interview?" must be asked of each candidate.
3. Meals, travel, and accommodations will be paid for by the hiring department following guidelines in policy 806.2 and SBHE 806.1. The Chair of the committee should discuss the anticipated expenses with the appropriate cabinet member before inviting candidates to campus.
4. The Chair will work with campus Public Relations Director to notify the University community of each interview prior to the candidate's arrival on campus and distribute the candidate's vita for review.

3. Appointment

1. Offer letter of selected candidate will be entered by the search chair, using recruiting software, and will detail the salary, exemption status, and approved moving expenses if applicable. Letter will then be sent, through recruiting software, for approval from the appropriate cabinet member, VPBA, President, and HR prior to offer being made to applicant.
2. The Director of Human Resources shall inform all applicants of the final outcome of the search through recruiting software correspondence. Candidates who interview on campus should receive a personal response from the search chair.
3. After the final selection of a candidate has been made and the candidate has accepted the offer

letter, the following information should be deposited in the Human Resources Office by the Search Chair:

- a. All correspondence, both external and internal, relating to the position
 - b. Relevant notes on phone calls and information contacts made by the Division Chair or Committee members concerning the candidates.
4. The direct supervisor of the position should work with Public Relation Director to inform the campus that a candidate has accepted the offer and distribute a brief background of the candidate.
 5. Letter of appointment will be issued from the President's Office within the first week of new employment.
 6. All application materials will be kept on file for three years, then destroyed.

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Sponsor: Director of Human Resources