

INTERVIEW PROCEDURES
Broadband 2000 - Faculty
Please read prior to scheduling interviews.

These procedures have been established to assure compliance with the NDUS equal opportunity , policy each time a new or replacement position is filled. If you have questions, please contact the Human Resources Administrator.

1. Enclosed are copies of the applications for your posted position. Interviews should be conducted for candidates meeting minimum requirements. If a referred candidate is not interviewed, specific reasons must be given for non-selection in regard to the advertised minimum qualifications: indicate on #4 on the Recruitment/Employment Checklist, sign and date.
- *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. If you would like the interview questions reviewed by Human Resources prior to interviewing to ensure compliance with employment laws, please contact the Human Resources Administrator.
4. Complete the Interview Report Form, sign and date, after interviewing each candidate.
5. A criminal history background check must be performed on candidates as set forth in SBHE Policy 602.3 before an offer is made.
6. Meet with the Human Resource Administrator to review the position file. Bring the completed file (applications, Recruitment Employment Checklists, and Interview Reports). After the file has been reviewed and a starting salary confirmed complete the Request to Offer form and have it signed by Dean, Human Resource Administrator, appropriate Vice President, Vice President for Business, and the President.
7. After the signed Request to Offer is submitted to the Business Office contact selected candidate and offer the position.
8. Department notifies all interviewed candidates of the hiring decision. Human Resources notifies candidates who were not selected for an interview.
9. Identification documents are required (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 assure compliance with the Americans with Disabilities Act (ADA) and other employment laws.

Reviewed: Fall, 2008

Sponsor: Human Resources Administrator