

Recruitment/Employment Checklist

**North Dakota
State University**

Applicant's name _____
Last First Middle

Position vacancy: _____

Department: _____

Received (check if applicable):

Application Form

Letter of application

Resume

Transcripts

References/Letters of Reference

Other _____

Selected for Interview? Yes No

If yes, complete Interview Report for each individual interviewed.

If no, give reasons for non-selection based on position description, qualifications and criteria for selection.

____ Points Ranked # ____ (____ of ____)

*For use with banded and noninstructional
nonbanded positions.*

Completed by: _____ Date: _____

Note: Materials submitted with an employment application and placed in the transaction file are generally subject to the North Dakota open records law, which requires all records of state agencies to be "open and accessible for inspection during reasonable office hours". Within this limitation, however, a search committee has the discretion to determine the degree to which application materials are circulated for review at the committee's initiative. In addition, the Federal Family Educational Rights and Privacy Act (FERPA) imposes certain restrictions on the disclosure of information but only if the applicant is a student and would be employed as a result of their student status. Otherwise, the information submitted relates to an applicant for employment and is open record. In some situations the applicant themselves may have waived access to letters of recommendation under FERPA. For a more detailed explanation of the legal restrictions on disclosure and confidentiality, contact the University Attorney.