Committee Responsibilities

1. Attend Meetings
2. Assist in determining the weighting of advertised minimum and preferred qualifications on the Screening Sheet
3. Screen and rank applicants
4. Assist in development of interview and reference questions
5. Make interviewees comfortable during interview process and promote NDSU
6. Assist in completing Interview Reports
7. Conduct reference checks
8. Assist in documentation of acceptable/non-acceptable candidates to forward to the Hiring Authority
9. Remember applicant materials are Open Records

STEP ONE: Online Employment System (OES)

1. Sign in https://jobs.ndsu.edu/hr
2. User name: _________________________________________________________________________________________________________________
3. Password: __________________________________________________________________________________________________________________
4. Applicant materials will be available after the screening date: ________________________________________________________________________

STEP TWO: Screening Sheet

1. HR sends Draft Screening Sheet based on the advertised Minimum and Preferred Qualifications for review, changes, and weighting of qualifications
2. Determine number of points for each advertised qualification (minimum and preferred = 90 points) - document reasons for variances in points
3. Total points must equal 100
   Veteran's Preference: +5 points to qualified ND Veteran +5 points to qualified ND Disabled Veteran. Contact HR to discuss next step.
   HR notifies not-selected ND/Disabled Veterans via certified mail.

STEP THREE: Interview Process

1. Applications are received in the Online Employment System and applicants are acknowledged by the System
2. Create interview questions for each advertised qualification and submit to HR for review prior to interviews
   Legal Pre-Employment Interview Questions and sample interview questions at http://www.ndsu.edu/hr/mgrtoolbox/recruitment/interview/
3. Search Committee reviews and ranks applicant qualifications of Screening Sheet
4. Send Screening Sheet to HR for review
5. (Applicant Reviewer) Request Interview Approval at https://jobs.ndsu.edu/hr
6. HR approves request for interview
7. HR sends 'no thank you’ e-mails to applicants not selected for an interview
8. Contact applicants for interviews
   THOUGHTS: Consider phone interviews - HR can draft a phone interview report
   DO: Ask candidate if they need accommodations - If yes, contact HR at 701-231-6293
   OBJECTIVES: Applicant appropriateness for position; sell the applicant on the position
9. Conduct interviews
10. Contact references (pre or post interview)
   - reference checking law: http://www.ndsu.edu/hr/mgrtoolbox/recruitment/references/
   - reference check sample questions http://www.ndsu.edu/hr/mgrtoolbox/recruitment/references/
   - contact at least 2 supervisors (current/previous), indicated on applicant's profile
   - ask job specific questions
   - ask all references the same questions
11. Complete Part B of Interview Report for each candidate based on advertised qualifications and reference information determining not acceptable/marginal/acceptable candidates
12. Forward Search File to Hiring Authority to determine final candidate and to complete the Online hiring Process to include Criminal Background Check

If you need further assistance or have questions regarding this process, please contact Jill Spacek at 701-231-8525 or email jill.spacek@ndsu.edu