Questions about this form? Please call 701-231-5678

The following process is to be followed:
For more information on recruitment, see [www.ndsu.edu/hr/mgrtoolbox/recruitment](http://www.ndsu.edu/hr/mgrtoolbox/recruitment). To access related forms, go to [www.ndsu.edu/forms](http://www.ndsu.edu/forms). Please the Recruitment Specialist in Human Resources and Payroll at 231-5678 for assistance during the recruitment process. The videos "Interviewing - Getting Beyond the Image" or "Interviewing: More Than A Gut Feeling" (also the book) are available to be checked out.

- On any application referred by your Recruiter that are not selected for an interview, indicate ‘specific' reasons (from advertised qualifications) on the Recruitment/Employment Checklist. This form can be found on the NDSU forms page: [www.ndsu.edu/forms](http://www.ndsu.edu/forms).

- Please note, effective **August, 2011**: Disabled North Dakota Veterans NO LONGER HAVE **absolute preference for the position**. They receive only an additional 10 pts; for questions, please contact the Recruitment Specialist at 231-5678.

- Review the draft interview report provided by Recruiter. If you choose to conduct telephone interview reports, a separate report form will be required. You may modify the original draft interview report to support the telephone interview evaluation.

- **For the top candidates that you want to interview, change Applicant Status on the Online Employment System, [https://jobs.ndsu.edu/hr](http://https://jobs.ndsu.edu/hr) to Request for Interview Approval. After the Recruitment Office reviews the applicant pool, they will change the status to Approved for Interview or contact you if they have any questions or concerns. A proposed list of interview questions must be submitted to the recruiter for review prior to interview approval being granted.**

- **Samples of Job Related Interview Questions** [https://www.ndsu.edu/hr/admintoolbox/recruiting_and_hiring_resources/interview/](http://https://www.ndsu.edu/hr/admintoolbox/recruiting_and_hiring_resources/interview/) may assist you in creating questions for each appropriate advertised qualification. Send a list of proposed interview questions to your Recruiter for review prior to interviewing. For assistance in writing questions for compliance with employment laws and to determine the best matched candidate, contact the Recruitment Specialist.

- When setting up candidate interviews, ask each candidate: "Do you need any assistance or accommodation during the interview?" If candidate says yes, tell them they will be contacted by Human Resources and Payroll and notify Recruiter.

- When setting up candidate interviews, inform them of parking options: metered lot, visitors lot. Provide campus map if needed.

- Reference checks may be conducted prior to, or after interviews. However, whichever method you choose, you must be consistent with all candidates. Conduct reference checks on each candidate's last 2 employers. (Sample form found at [www.ndsu.edu/hr/mgrtoolbox/recruitment/references/](http://www.ndsu.edu/hr/mgrtoolbox/recruitment/references/))

- For each interviewed candidate, complete an Interview Report from [http://www.ndsu.edu/forms/](http://www.ndsu.edu/forms/), sign and date. Indicate specific reasons for selection/non-selection based on advertised minimums/preferred qualifications.

- All new benefited hires in addition to current employees transferring between departments are required to complete a criminal background check. Notify candidates that if they are extended a verbal preliminary offer, the offer is subject to a successful background check. The selected candidate will receive an e-invite with instructions on the completing the background check request process. No one may be extended an official
offer until the criminal background check form has been returned to Human Resources and Payroll and the check has been successful.

☐ Schedule an appointment with your Recruiter to review interview materials for completeness and to discuss salary prior to offer:
  - Completed interview reports
  - List of interview questions
  - Completed recruitment/employment checklist for applicants not interviewed
  - Names of references checked and questions asked (do not need the responses given by references)
  - Do not change the status in the system for those applicants not selected; the recruiting office will do that for you to assure compliance.

☐ After meeting with the Recruitment Specialist and receiving approval, go into the online system https://jobs.ndsu.edu/hr and create the Hiring Proposal (Request to Offer). Select the candidate you want; view their application. When viewing the application, go to the upper right hand side of the screen where it says "Take Action on Hiring Proposal"; select "Recommended for Hire"; the "Start Request to Offer" option will be added; select "Start Request to Offer" and complete necessary fields. NOTE: In order to start the Hiring Proposal, you must have Applicant Reviewer privileges. Check with your Recruiter to make sure you have this security.

☐ Forward the proposal on to the appropriate hiring authority, all the way up to the Human Resource Office. Refer to the Workflow for correct routing information.

☐ Once the Hiring Proposal (Request to Offer) has been approved at all levels, your recruiter will contact you to let you know you may extend an official offer to your candidate.

☐ Contact selected candidate and offer position, determine a starting date and salary. Contact your Recruiter so that this information can be entered on the Hiring Proposal (Request to Offer). *If salary is renegotiated after the request has been fully approved, additional approvals must be obtained prior to extending the official offer.

☐ HR will notify non-selected interviewed candidates via the online application system that the position has been filled. Human Resources will notify non-selected North Dakota Veterans by certified mail to meet required regulations. Send those applicant files to the Human Resource office.

☐ For new hires, the Hiring Proposal (Request to Offer) will act as the hiring Form 100; you do not need to complete a separate form for brand new hires or current non-benefited employees transferring to a benefitted position. Send a completed Form 101 to Human Resources for current, benefitted NDSU employees as well as PTA staff and Graduate students transferring to a benefitted position. (www.ndsu.edu/hr/forms)

☐ Send signed position description by new employee to Human Resources, SGC, 1919 N University Dr., Ste H102.

* For compliance with Americans with Disabilities Act (ADA) and other employment laws. These procedures have been established to comply with NDUS equal opportunity policy. 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 age, color, disability, gender identity, marital status, national origin, public assistance status, sex, sexual orientation, status as a U.S. veteran, race, religion, or participation in lawful activity off the employer’s premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.