FAYETTEVILLE
STATE UNIVERSITY®

Credentials needed for Hiring Proposal of
EHRA Non-Faculty Positions

Hiring Manager: **The Hiring Manager does not make an offer of employment at any time during this process.**
Please perform actions to collect all required information below for the New Hire.
Items 1 - 8 and this cover sheet should be uploaded in PeopleAdmin: EHRA NON FACULTY - New Hire Credentials Needed

1. ___ EHRA Screening and Selection Summary (completed by Hiring Manager at conclusion of interview process > Hiring Manager upload to PeopleAdmin Hiring Proposal > EHRA NON FACULTY - New Hire Credentials Needed)

2. ___ Official transcripts from colleges/universities listed on application (***All official transcripts*** must be issued from the issuing institution directly to a Fayetteville State University official > i.e., the Hiring Manager or Tonya D. Williams, tdwilliams@uncfsu.edu > After EHRA Contract Administrator review, Hiring Manager upload to PeopleAdmin Hiring Proposal)

3. ___ Credential Review Form (if applicable)> Hiring Manager upload to PeopleAdmin Hiring Proposal > EHRA NON FACULTY - New Hire Credentials Needed

4. ___ Three (3) telephone reference check forms, (only one is needed of supervisor if currently working with FSU)
   - Complete Attachment A of the Employee Reference Check; Attachment A > Hiring Manager upload to PeopleAdmin Hiring Proposal > EHRA NON FACULTY - New Hire Credentials Needed). *The inappropriate conduct statement must be asked of the **current/last supervisor** and response recorded within telephone reference check material.

5. ___ Signed FSU Search Committee Confidentiality Statement and Code of Ethics Agreements (Submit to Employment Consultant prior to the start of the Candidate Search process > HR Consultant will upload to Posting

6. ___ Hire Exception Form (if applicable) HR Consultant will upload to Posting

7. ___ Visa Approval (if applicable):
   - Contact Legal Affairs for Visa approval. Submit all documents pertaining to immigration status to Legal Affairs. Legal Affairs will notify Human Resources once status has been cleared.

8. ___ Employment Background Check:
   - Submit the following information to Terrance Robinson, Paralegal, trobinson@uncfsu.edu
     ➤ First and last name of Candidate
     ➤ E-mail address of Candidate
     ➤ Position Title
   Legal Affairs will update PeopleAdmin once background clearance is received.

Upload/Assign all hiring packet materials in PeopleAdmin
NOTE: **PROCESSING OF NEW EMPLOYEE MAY BE DELAYED PENDING ITEMS NOT INCLUDED IN HIRING PACKET MATERIALS**
*The Office of Human Resources will extend the official job offer. *

The Hiring Manager does not make an offer of employment at any time during this process. *

Candidate Name _____

Position Title _____

Proposed Hire Date _____ Hiring Manager _____

Human Resources Employment Office

EHRA Screening and Selection Summary

Note: This document is to be used in validating the selection of the candidate interviewed for the position.

Position Title_____ **Position Number**_____

Hiring Manager Name: _____

Search Committee Members:

First Name	Last Name

Screening and Selection Summary

- Candidate applications were screened by the Search Committee to determine the Most Qualified Applicants. (see attached screening matrix)
- From the Most Qualified Pool of Applicants, Phone Screens were conducted.
- Based on Phone Screen Results, the top candidates were invited for on-site interviews.

Most Qualified Pool (list names)

Phone Screening (list applicants phone screened and overall scores)

Applicant Name	Phone Screen Score or Explanation (No Show for phone screen/ Could not reach at scheduled time, Applicant withdrew from candidacy)

On-site Interviews (list applicants interviewed and overall interview scores)

Applicant Name	Total Interview Score or Explanation (No Show for interview, Applicant withdrew from candidacy)

Note: In some cases, additional interview stages may be appropriate. If additional interviews are conducted, the Hiring Manager should add documentation here, similar to above tables.

First, Second and Third Choice for Hire

Note: Please disposition the following candidates in PeopleAdmin to reflect the first, second and third choice.

1. _____

2. _____

3. _____

Justification for Recommended to Hire

Hiring manager writes brief justification, explaining why the 1st Choice Candidate is being recommended for hire.

Faculty Credential Review Process Form

Name of Department_____

Instructions: This form must be completed for each recommended applicant who will teach classes. Complete each column with the information requested at the top, in the order requested. In column four list the courses that comprise the 18 graduate semester hours in the teaching discipline as required by SACS. Courses in the discipline should not include methods courses (MATH 502 Topics in Math for Teachers) unless the teaching discipline is education, e.g., middles grades, secondary or elementary education. If a faculty member is teaching in two or more discipline areas or departments, list the courses taken in the discipline in which the heaviest teaching load occurs. This form must accompany the official transcripts and Recommendation for Employment of Faculty Personnel form submitted for any candidate applying for a teaching position. In unusual cases where the candidate does not possess the required academic credentials, outstanding professional experience and demonstrated contributions to the teaching discipline must be presented in lieu of formal academic preparation in column four. These candidates must have demonstrated exceptional scholarly or creative activity or professional experience.

1	2	3	4
Name of Faculty Member Full- or Part-time Rank Department	List each advanced degree, concentrations or major, and institution awarding the degree	List the courses that will be taught by prefix, number and title (the semester is not necessary)	List the prefix, number and title of graduate courses completed in each discipline to be taught (include certifications or other qualifications)

Verifying Signatures

Department Chair _____
Dean of School/College_____

ATTACHMENT A

**REFERENCE CHECK QUESTIONS AND
VERIFICATIONS <u>REQUIREMENTS</u>**

Fayetteville State University has selected you to be part of a search committee and the university expects that you will undertake this responsibility with pride. It is paramount that you use "**due diligence**" in ensuring that we hire individuals that are fully qualified and capable of helping us reach our goals. The following are general questions to assist search committees in interviewing references of applicants. These questions are not all inclusive. In addition, included are citations that **mandate** certain checks/verifications be done. This list of questions was created to help you document your part in the recruitment/hiring process of new members of the Bronco TEAM. Reference letters provided by the applicant or delivered to the committee **shall not substitute** for reference checks.

The UNC Policy Manual **requires** certain documentation/verifications to be made by Fayetteville State university.

> Based upon an examination of the position description, the employer **must verify credential and other information** significantly related to job qualifications. "Credentials" may include degrees awarded, professional licenses, professional registrations and professional certifications. "**Other information**" may include prior work or study experience. Policy Manual 300.2.3[R] (2)(a)

> A written record of the verifications(s) **shall be made and maintained** in the employee's personnel file. This record **shall include** the date of verification, the method of verification, the name of the official requesting the verification and the name of the person or entity responding to the request, with copies of any documents procured incident to the verification process. Policy Manual 300.2.3[R] (2)(b)

The following questions **will be used** to meet the "written verification" required/described above, unless the search committee or chair has created questions that cover the same information.

Part I: Complete before interview (obtain information from application)**.**

Candidate's name: _____ Position applied for: _____

Employer (or former employer): _____

Immediate or former Supervisor's name/title: _____

Employer's (or former employer's) telephone number: _____

Candidate's (former) Job Title: _____ Dates of employment: _____

Salary or final salary: _____ Dates of employment: _____

Part II: To be completed during the telephone reference check. Tailor questions to important competencies for position – make the same inquires for all candidates.

Name/title of the person being interviewed: _____

How long have you known the candidate and in what capacity? _____

Verify candidate's dates of employment, salary (per annum), and position. _____

Why did candidate leave? _____

How well did candidate get along with faculty, staff, and students?

How would you rate the quality of the candidate's teaching?

How would you rate the quality of the candidate's scholarship?

How would you rate the candidate's service contributions to department/institution?

Candidate's strength/weakness.

Was the candidate reliable? Show good judgment? Initiative?

Did the candidate meet commitments?

Based on your personal knowledge, has a complaint ever been filed against the candidate alleging that he/she ever committed inappropriate conduct as to either students, staff or others? (This question should be asked of the candidate's Chair/Dean/Supervisor. If negative information is provided, it should be confirmed with other persons to verify its truth.)

_____

If so, could you provide details, dates etc.?

Do you have an opinion as to the kind of position/work environment the candidate would work best in?

Is candidate eligible for reemployment? _____

Is there anything else that I have not asked about, but that you would like to tell me about the candidate?

Interview conducted by: _____ Date: _____

Part III: Verification of publications/articles etc. Must be completed for all final candidates, either before the interview or afterwards, but in all cases before a hiring decision is made.

List publications checked:

List Articles checked and verify they appear in Journal indicated:

- Publications/articles may be verified by making copies and making part of the file or by researching them on the internet. Regardless of which method is used, a sampling of those presented by the applicant must be verified and documented.

Conducted by: _____ Date(s): _____

ATTACHMENT A

**REFERENCE CHECK QUESTIONS AND
VERIFICATIONS <u>REQUIREMENTS</u>**

Fayetteville State University has selected you to be part of a search committee and the university expects that you will undertake this responsibility with pride. It is paramount that you use "**due diligence**" in ensuring that we hire individuals that are fully qualified and capable of helping us reach our goals. The following are general questions to assist search committees in interviewing references of applicants. These questions are not all inclusive. In addition, included are citations that **mandate** certain checks/verifications be done. This list of questions was created to help you document your part in the recruitment/hiring process of new members of the Bronco TEAM. Reference letters provided by the applicant or delivered to the committee **shall not substitute** for reference checks.

The UNC Policy Manual **requires** certain documentation/verifications to be made by Fayetteville State university.

> Based upon an examination of the position description, the employer **must verify credential and other information** significantly related to job qualifications. "Credentials" may include degrees awarded, professional licenses, professional registrations and professional certifications. "**Other information**" may include prior work or study experience. Policy Manual 300.2.3[R] (2)(a)

> A written record of the verifications(s) **shall be made and maintained** in the employee's personnel file. This record **shall include** the date of verification, the method of verification, the name of the official requesting the verification and the name of the person or entity responding to the request, with copies of any documents procured incident to the verification process. Policy Manual 300.2.3[R] (2)(b)

The following questions **will be used** to meet the "written verification" required/described above, unless the search committee or chair has created questions that cover the same information.

Part I: Complete before interview (obtain information from application)**.**

Candidate's name: _____ Position applied for: _____

Employer (or former employer): _____

Immediate or former Supervisor's name/title: _____

Employer's (or former employer's) telephone number: _____

Candidate's (former) Job Title: _____ Dates of employment: _____

Salary or final salary: _____ Dates of employment: _____

Part II: To be completed during the telephone reference check. Tailor questions to important competencies for position – make the same inquires for all candidates.

Name/title of the person being interviewed: _____

How long have you known the candidate and in what capacity? _____

Verify candidate's dates of employment, salary (per annum), and position. _____

Why did candidate leave? _____

How well did candidate get along with faculty, staff, and students?

How would you rate the quality of the candidate's teaching?

How would you rate the quality of the candidate's scholarship?

How would you rate the candidate's service contributions to department/institution?

Candidate's strength/weakness.

Was the candidate reliable? Show good judgment? Initiative?

Did the candidate meet commitments?

Based on your personal knowledge, has a complaint ever been filed against the candidate alleging that he/she ever committed inappropriate conduct as to either students, staff or others? (This question should be asked of the candidate's Chair/Dean/Supervisor. If negative information is provided, it should be confirmed with other persons to verify its truth.)

_____

If so, could you provide details, dates etc.?

Do you have an opinion as to the kind of position/work environment the candidate would work best in?

Is candidate eligible for reemployment? _____

Is there anything else that I have not asked about, but that you would like to tell me about the candidate?

Interview conducted by: _____ Date: _____

Part III: Verification of publications/articles etc. Must be completed for all final candidates, either before the interview or afterwards, but in all cases before a hiring decision is made.

List publications checked:

List Articles checked and verify they appear in Journal indicated:

- Publications/articles may be verified by making copies and making part of the file or by researching them on the internet. Regardless of which method is used, a sampling of those presented by the applicant must be verified and documented.

Conducted by: _____ Date(s): _____

ATTACHMENT A

**REFERENCE CHECK QUESTIONS AND
VERIFICATIONS <u>REQUIREMENTS</u>**

Fayetteville State University has selected you to be part of a search committee and the university expects that you will undertake this responsibility with pride. It is paramount that you use "**due diligence**" in ensuring that we hire individuals that are fully qualified and capable of helping us reach our goals. The following are general questions to assist search committees in interviewing references of applicants. These questions are not all inclusive. In addition, included are citations that **mandate** certain checks/verifications be done. This list of questions was created to help you document your part in the recruitment/hiring process of new members of the Bronco TEAM. Reference letters provided by the applicant or delivered to the committee **shall not substitute** for reference checks.

The UNC Policy Manual **requires** certain documentation/verifications to be made by Fayetteville State university.

> Based upon an examination of the position description, the employer **must verify credential and other information** significantly related to job qualifications. "Credentials" may include degrees awarded, professional licenses, professional registrations and professional certifications. "**Other information**" may include prior work or study experience. Policy Manual 300.2.3[R] (2)(a)

> A written record of the verifications(s) **shall be made and maintained** in the employee's personnel file. This record **shall include** the date of verification, the method of verification, the name of the official requesting the verification and the name of the person or entity responding to the request, with copies of any documents procured incident to the verification process. Policy Manual 300.2.3[R] (2)(b)

The following questions **will be used** to meet the "written verification" required/described above, unless the search committee or chair has created questions that cover the same information.

Part I: Complete before interview (obtain information from application)**.**

Candidate's name: _____ Position applied for: _____

Employer (or former employer): _____

Immediate or former Supervisor's name/title: _____

Employer's (or former employer's) telephone number: _____

Candidate's (former) Job Title: _____ Dates of employment: _____

Salary or final salary: _____ Dates of employment: _____

Part II: To be completed during the telephone reference check. Tailor questions to important competencies for position – make the same inquires for all candidates.

Name/title of the person being interviewed: _____

How long have you known the candidate and in what capacity? _____

Verify candidate's dates of employment, salary (per annum), and position. _____

Why did candidate leave? _____

How well did candidate get along with faculty, staff, and students?

How would you rate the quality of the candidate's teaching?

How would you rate the quality of the candidate's scholarship?

How would you rate the candidate's service contributions to department/institution?

Candidate's strength/weakness.

Was the candidate reliable? Show good judgment? Initiative?

Did the candidate meet commitments?

Based on your personal knowledge, has a complaint ever been filed against the candidate alleging that he/she ever committed inappropriate conduct as to either students, staff or others? (This question should be asked of the candidate's Chair/Dean/Supervisor. If negative information is provided, it should be confirmed with other persons to verify its truth.)

_____

If so, could you provide details, dates etc.?

Do you have an opinion as to the kind of position/work environment the candidate would work best in?

Is candidate eligible for reemployment? _____

Is there anything else that I have not asked about, but that you would like to tell me about the candidate?

Interview conducted by: _____ Date: _____

Part III: Verification of publications/articles etc. Must be completed for all final candidates, either before the interview or afterwards, but in all cases before a hiring decision is made.

List publications checked:

List Articles checked and verify they appear in Journal indicated:

- Publications/articles may be verified by making copies and making part of the file or by researching them on the internet. Regardless of which method is used, a sampling of those presented by the applicant must be verified and documented.

Conducted by: _____ Date(s): _____