Search Procedure Manual
This document, including all of the forms, is available on the Intranet for Faculty and Staff

W. Hubert Keen, Ph.D.
President
Revised: January 2013
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter from the President</td>
<td>3</td>
</tr>
<tr>
<td>Summary /Checklist</td>
<td>4-5</td>
</tr>
<tr>
<td>Overview Affirmative Action and Equal Opportunity Laws</td>
<td>6</td>
</tr>
<tr>
<td>Search Procedure Overview</td>
<td>7</td>
</tr>
<tr>
<td>Recruitment Plan</td>
<td>7</td>
</tr>
<tr>
<td>Requisition Process</td>
<td>8</td>
</tr>
<tr>
<td>Formation of the Search Committee</td>
<td>8</td>
</tr>
<tr>
<td>Search Committee Orientation Meeting</td>
<td>9</td>
</tr>
<tr>
<td>Role of the Search Committee</td>
<td>10</td>
</tr>
<tr>
<td>Resume Review using Interview Exchange</td>
<td>11</td>
</tr>
<tr>
<td>Applicant Tracking</td>
<td>12</td>
</tr>
<tr>
<td>Screening of Applicants and First Interviews</td>
<td>13</td>
</tr>
<tr>
<td>Credential Verification Process</td>
<td>14</td>
</tr>
<tr>
<td>Conducting the Telephone Reference Check</td>
<td>14</td>
</tr>
<tr>
<td>Second level Interview</td>
<td>15</td>
</tr>
<tr>
<td>Recommendation to Hire</td>
<td>15</td>
</tr>
<tr>
<td>Extending Offers</td>
<td>15</td>
</tr>
<tr>
<td>Closing the Search</td>
<td>15</td>
</tr>
<tr>
<td>Appendices</td>
<td>16</td>
</tr>
<tr>
<td>Sample/Suggested Reference Check Questions – Appendix A</td>
<td>17</td>
</tr>
<tr>
<td>Candidate Evaluation Form – Appendix B</td>
<td>18</td>
</tr>
<tr>
<td>A Summary of Your Rights under FCRA – Appendix C</td>
<td>19-20</td>
</tr>
<tr>
<td>Notification &amp; Authorization for Release of Information for CBC – Appendix D</td>
<td>21</td>
</tr>
<tr>
<td>Illegal Interview Questions – Appendix E</td>
<td>22-23</td>
</tr>
<tr>
<td>Faculty/Professional Vacancies – Appendix F</td>
<td>24-25</td>
</tr>
<tr>
<td>Travel Reimbursement Policy – Appendix G</td>
<td>26-27</td>
</tr>
<tr>
<td>Sample Interview Questions – Appendix H</td>
<td>28-29</td>
</tr>
<tr>
<td>Sample Appointment Memo – Appendix I</td>
<td>30</td>
</tr>
</tbody>
</table>
Dear Search Committee Member:

We have revised our Search Procedure Manual, which will guide the process for all college searches beginning in February 2010. This document is intended to assist you in the search process and help to ensure that the College’s interests are served by hiring the best candidate, and to protect the integrity of the search process for both the candidate and the Institution. Please read this manual before you begin a search.

The search manual contains an overview; a description of the procedure; appendices with relevant terminology and interview questions; and documents necessary to complete a search.

The Department of Human Resources will assist you throughout the process and be available to answer any questions you may have.

The search for and hiring of highly qualified faculty and staff are important activities for the College. Our success as an institution depends upon our ability to hire and retain excellent personnel.

Sincerely,

W. Hubert Keen, Ph.D.
President
Summary/Checklist

Request Position and Approvals

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
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<tr>
<td>1. Contact area Vice President for approval to fill position</td>
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<tr>
<td>2. Go to the Farmingdale State College website</td>
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<tr>
<td><a href="http://www.farmingdale.edu/administration/administration-finance/human-resources/forms-schedules.shtm">http://www.farmingdale.edu/administration/administration-finance/human-resources/forms-schedules.shtm</a></td>
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<tr>
<td>and complete the Faculty/Professional Vacancy Description Form.</td>
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<tr>
<td>Save this form to your computer with a new name and forward to</td>
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<tr>
<td>Human Resources</td>
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<td>3. The Hiring Manager should inform Human Resources of their intent</td>
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<tr>
<td>to fill a position, by email, and attach a copy of the completed</td>
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<tr>
<td>Faculty/Professional Vacancy Description Form</td>
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<tr>
<td>4. Human Resources will create an requisition that will be</td>
<td></td>
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<td>circulated electronically for approval in the following order:</td>
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<tr>
<td>I. Requestor</td>
<td></td>
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<td>II. Department Director/Dean</td>
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<td>III. Area Vice President</td>
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<td>IV. Budget</td>
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<td>V. President</td>
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<tr>
<td>VI. Human Resources</td>
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<tr>
<td>5. The Hiring manager will receive an email from Interview Exchange</td>
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<td>that the position has been sent for approval</td>
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<td>6. Once all the approvals are obtained, HR posts the Vacancy</td>
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<tr>
<td>Announcement on Farmingdale.edu and other contracted advertisers</td>
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<td>7. HR, in consultation with the Hiring Manager, advertises the</td>
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<tr>
<td>Vacancy Announcement in select specialty print/web advertisements</td>
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<td>8. All search committee members will be invited to attend a search</td>
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<td>committee orientation session</td>
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<td>9. After attending the orientation training, Human Resources will</td>
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<td>create a password for the hiring manager and search committee</td>
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<td>members so they can begin using Interview Exchange</td>
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<tr>
<td><a href="http://www.interviewexchange.com">www.interviewexchange.com</a>, the automated online job posting/recruiting system. This password will be sent via email address through the hiring system</td>
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Affirmative Action Search Process

<p>| 1. HR Office conducts Interview Exchange Training and Search       |          |
| Committee Orientation                                             |          |
| 2. Search Committee prepares interview questions and the Candidate|          |
| Evaluation Form (Appendix B) and a list of reference check        |          |
| questions and sends a copy of each document to Human Resources    |          |
| for review and approval                                           |          |
| 3. Search Committee Reviews Online Applications and makes         |          |
| recommendations for interviews                                     |          |
| 4. Search Committee Chair places all candidates in appropriate    |          |
| Interview Exchange folders                                        |          |
| 5. Search Committee schedules and conducts first level interviews  |          |
| 6. At each in person interview, search committee gives each       |          |
| candidate a copy of “Summary of Your Rights Under the Fair        |          |
| Credit Reporting Act”, and collects background investigation      |          |
| release form from each applicant. Follow credential verification   |          |
| process checklist below.                                           |          |</p>
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<tr>
<td>7.</td>
<td>Search Committee selects applicant(s) for second level interviews and sends a list of those candidates to Human Resources along with the completed candidate evaluation forms for all the candidates that were interviewed.</td>
</tr>
<tr>
<td>8.</td>
<td>Search Committee Chair notifies all other candidates, through Interview Exchange, that they have not been selected for consideration.</td>
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<tr>
<td>10.</td>
<td>The Vice President/Dean/Director conducts second level interviews.</td>
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<td>11.</td>
<td>HR ensures background investigation is complete before offer is made. (Note: See Credential Verification Process Below).</td>
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<tr>
<td>12.</td>
<td>After receiving clear background credential verification, a memo must be sent to the Department of Human Resources (and a copy to the President) indicating who was selected and the anticipated effective date, and the salary (see sample memo, Appendix I). A copy of the preferred candidates resume should be attached to the memo.</td>
</tr>
<tr>
<td>13.</td>
<td>Human Resources and the President sign off on final approval for candidate, including negotiated salary.</td>
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<tr>
<td>14.</td>
<td>Candidate is offered a position, and actual start date is established.</td>
</tr>
<tr>
<td>15.</td>
<td>Candidate is sent an offer letter.</td>
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<tr>
<td>16.</td>
<td>The Search Committee Chair will notify the non-selected finalists, and any other candidate not previously notified, they have not been selected.</td>
</tr>
</tbody>
</table>
| 17. | A folder containing all remaining search materials should be forwarded to HR, including:  
  1. list of questions  
  2. candidate evaluation forms  
  3. credential verification forms  
  4. reference checks  
  5. any other documents pertaining to the search or interviews. |

**Credentials Verification Process – (must occur prior to final offer)**

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<tbody>
<tr>
<td>1.</td>
<td>All candidates selected for an interview, are given a copy of the release to sign and all documentation necessary to comply with the Fair Credit Reporting Act (Summary of Your Rights Under the Fair Credit Reporting Act).</td>
</tr>
<tr>
<td>2.</td>
<td>The search committee forwards the signed release, indicating which degrees and certifications need to be verified.</td>
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<tr>
<td>3.</td>
<td>Human Resources forwards information to Carco for the credentials check.</td>
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<td>4.</td>
<td>Carco will generate a report and send it to Human Resources within 10 business days (longer if international candidate).</td>
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<td>5.</td>
<td>Human Resources forwards the Carco report, with the verification portion of the applicants' release form, to the Search Committee Chair for review.</td>
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<td>6.</td>
<td>The Chair, in concert with the hiring department, determines that all credentials were verified and match what was represented on the applicant's resume.</td>
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<tr>
<td>7.</td>
<td>If the credentials are all in order, the Search Committee Chair forwards the credential verification form, with their signature certifying the form, to the Department of Human Resources.</td>
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</tbody>
</table>
OVERVIEW AFFIRMATIVE ACTION & EQUAL OPPORTUNITY LAWS

Equal Opportunity

Federal equal opportunity laws prohibit discrimination on the basis of race, gender, color, national origin, religion, disability, age, martial or veteran’s status. Additionally, New York State agencies are prohibited from discrimination on the basis of sexual orientation and gender identity. These laws and policies require that neither the College nor any of its representatives discriminate in any employment decisions, including recruitment, selection, promotion, compensation, training opportunities, job assignments, disciplinary actions, discharge or any other conditions of employment. Equal opportunity requires the elimination of all existing discriminatory conditions, whether purposeful or inadvertent.

Affirmative Action

Federal affirmative action law requires employers to take positive measures to recruit and employ qualified women and minorities to correct effects of past discrimination, to eliminate present discrimination and to prevent future discrimination. An affirmative action program is a set of specific and result-oriented procedures done in good faith to encourage the ideals of equal employment opportunity. Affirmative action is not a quota system and does not give hiring preferences to those who are not qualified for positions.

Federal law defines affirmative action candidates as those classified as Black or African American, Hispanic, Asian, Native Hawaiian/Pacific Islanders, American Indian or Alaskan Native. Women are also included. Separate legislation covers Vietnam era and disabled veterans and people with disabilities.

Affirmative action measures are designed to cast the net as far and wide as possible to reach the greatest number of affirmative action candidates. These measures require more than simply placing an advertisement or posting a job vacancy notice. Extra efforts must be made to reach out specifically to affirmative action candidates. This guide will assist you in these efforts.

A central function of the Affirmative Action Policy is to monitor and evaluate the college’s implementation of Federal and State laws, and local and SUNY-wide policies regarding equal opportunity and affirmative action.
Search Procedure Overview

Careful hiring gives the College its most valuable resource—its staff. Over the years, Farmingdale State College search committees have completed numerous successful searches, which have resulted in the hiring of highly qualified individuals. Maintaining this practice is indispensable to the continued excellence of the College. Searches must comply with all steps of the Search Procedure Manual in order for the College to hire candidates successfully. In the following pages, the search process is explained in detail.

This Search Procedure Manual applies to hiring individuals in full-time lines in the following areas:

- Faculty with Academic Rank
- Management/Confidential Staff
- Non-Teaching Professionals
- Research Foundation SUNY
- Auxiliary Services Corporation

Recruitment Plan

With the assistance of the HR Department, the Hiring Manager will develop a plan to advertise the position widely. This may include posting the position on select electronic job boards including HigherEdJobs.com, and other academic and trade publications. It may include ads placed in journals geared to minority and female professionals.

It is also important that Committee members take an active role in networking and otherwise publicizing the position using the approved vacancy announcement. Members have access to professional associations and circles, including attending meetings and posting on websites and discussion groups, that may be useful in attracting a wide variety of candidates, helping to ensure a deep pool. It is imperative that all ads, free or otherwise, get placed through the Department of Human Resources so we can track our success rate sourcing candidates from various venues.
Requisition Process

It is recommended that managers first get verbal approval from their area vice-president before proceeding with the requisition process. Once you have obtained verbal approval, a manager can move forward with the formal requisition process.

On the Farmingdale State College website, on the Human Resources webpage, in the “forms link”, select the form “Faculty & Professional Vacancy Description”, and complete the required fields. This form should be saved on their computer, with a different name and then emailed to Human Resources.

Please note that this description will be used to create the job posting. Be careful when selecting your required and preferred qualifications. If these change, the job will need to be reposted, and the timeline will be pushed back. The language used in the description must be specific and clear to avoid unnecessary and unsubstantiated claims of systemic discrimination.

Human Resources will create an electronic requisition that will be circulated via Interview Exchange. Once the necessary approvals are obtained, the hiring manager will be notified. The job will then be posted and advertised.

Formation of The Search Committee

The Search Committee and each of its members shall act on behalf of, and represent, Farmingdale State College. Members must at all times respect the confidentiality of the process and contribute to its integrity. All members serve on the committee to interview qualified candidates and to recommend candidates to the appropriate Dean, Director or Vice President. It is the responsibility of each Search Committee to promote equal opportunity.

1. The Department Chairperson or Director forms a Search Committee, consulting with the appropriate Vice President and the Human Resources Department, as needed.
2. Members of a Search Committee must have the approval of their supervisor in order to serve on a Search Committee.
3. A Search Committee should be comprised of:
   - Three to seven individuals (five are recommended)
   - Diverse groups of individuals including members of underrepresented groups, e.g. women, minorities, disabled persons etc.
   - A student (when applicable)
   - Members from a broad cross-section of departments (when applicable)

At no time should an individual who will be participating in the second level of interviews be asked to serve on the committee.
Search Committee Orientation Meeting

1. Human Resources will schedule an orientation meeting that all Search Committee members must attend.

2. Topics addressed during the meeting include:

   A. Affirmative action goals for the Department and the College
   B. A review of the definition of underrepresented groups
   C. The steps taken to identify, recruit, and select candidates including: CV/resume screening, telephone screening, interviewing, reference checking, and evaluation and selection of finalists
   D. Specific methods to identify and recruit members of underrepresented groups
   E. The basics of the Interview Exchange system
   F. A review of legal and procedural issues related to the search and conducting an interview
   G. Identification of key questions the Search Committee wants to ask candidates
   H. Issues of confidentiality
   I. The responsibilities of Search Committee members in the selection process
   J. Completion of the Search Committee Timeline
Role of the Search Committee

At the first search committee meeting, the group must develop a set of questions to be used for each candidate. At the same time the candidate evaluation form (see Appendix B) must be developed. A copy of the interview questions and the candidate evaluation form must be sent to Human Resources for approval before any candidates can be interviewed.

It is expected that during the search process, committee members must:

1. Participate in all search committee meetings
2. Use the Interview Exchange online system
3. Read and evaluate cover letters and CV's/resumes
4. Screen candidates – This is documented by including comments for each qualified candidate in Interview Exchange.
5. Engage in discussions with Search Committee members and candidates
6. Evaluate the candidates who are interviewed by using the Candidate Evaluation Form
7. Check references (can be done by individual members)
8. Seek to reach consensus
9. Present candidates for the final interview.
1. Interview Exchange is the online system that Farmingdale State College uses to post positions, allow applicants to apply online for a position and to track applicants through the selection process.

2. Applicants enter their information into Interview Exchange and attach an application, cover letter, CV/resume, and a list of at least three professional references with name, title, address, email address, and telephone numbers.

3. The Department of Human Resources screens candidates for the minimum selection criteria to ensure that the pool of candidates is qualified.

4. Consistent with the Affirmative Action Plan, the Department of Human Resources reviews the pool of candidates to ensure there is a sufficient pool of diverse applicants.

5. The Search Committee Chair and members review all CV's/resumes and pays particular attention to ensuring that applicants meet the minimum selection criteria for consideration, as evidenced in the job posting and ads. In other words, if the position requires a Masters degree and three years of related experience, any candidate who does not meet the minimum selection criteria is eliminated from further consideration. Note: If a “qualified” candidate is eliminated from consideration there must be a comment noted in Interview Exchange as to what was missing from their resume/CV.

6. If the department decides to make an exception and select a candidate who does not meet all of the minimum qualifications then the position must be reposted and the search restarted to allow other less qualified candidates to apply and compete for the position.

7. Human Resources has responsibility for Interview Exchange and regularly conducts training on the system.

8. Search Committee members are given passwords to read applications and evaluate candidates on Interview Exchange. Each applicant is evaluated against the minimum selection criteria.

9. Human Resources is Responsible for posting the position for the required timeframe, normally 30 days. Positions will be posted electronically on the Farmingdale State College website, as well as physically on the Human Resources Bulletin Board.

10. If an extension is needed the search committee must advise Human Resources as soon as possible to extend the posting period.
Applicant Tracking

The Office of Federal Contract Compliance (OFCCP) requires that every search track applicants through the selection process to ensure equal opportunity and fairness in the hiring and selection process. If Farmingdale State College is audited by OFCCP, the College will be asked to provide applicant tracking documents for all searches.

Applicants/semi-finalists are tracked via Interview Exchange through the CV/resume reviews and interviews. Reasons for selection/rejection are based on the minimum selection criteria and responses to follow up questions and/or interview questions and are recorded in Interview Exchange.

The Farmingdale State College Applicant Tracking Log can be generated through Interview Exchange. It will be populated with all pertinent information related to the search. It is the responsibility of the search committee to provide specific information into the electronic files on the minimum selection criteria, responses to interview questions, references, interview performance, student evaluations, and any other pertinent information related to the vacancy.
Screening of Applicants and First Level Interviews

**Special Note:** All individuals with access to the materials involved in the search process must maintain **STRICT CONFIDENTIALITY** with information, including applications and committee discussions, in order to protect candidates throughout the search process.

1. Prior to the first interview, the search committee will develop:
   - Candidate Evaluation Form for the initial screening of applications (Appendix ),
   - Questions for telephone references,
   - A set of interview questions.
   These items should be submitted to the Department of Human Resources for approval before use.

2. Once Human Resources has reviewed and approved the above documents, the committee will be notified and may schedule interviews. Human Resources retains the right to request that the committee interview protected-group applicants meeting minimum qualifications.

3. The committee may begin to screen applicants at [www.interviewexchange.com](http://www.interviewexchange.com) based on the minimum criteria selected at the time of posting (Core Requisites).

4. Each committee member will log on using their interview exchange user name and password and do an initial screening of each applicant. **A note should be entered for each candidate indicating whether or not the candidate is worthy of an interview.**

5. The search committee chair should schedule a meeting for the committee to deliberate and decide who will be interviewed and if additional criteria questions will be warranted.

6. When qualified applicants are unable to come to campus for an interview, telephone interviews should be conducted. **Please note the college has a Travel Reimbursement Policy which prohibits reimbursement of travel expenses for first level interviews. (Appendix G)**

7. At the beginning of the interview, the Search Committee Chair secures a signed Credentials Release (Appendix D) from each candidate with the Applicant section completed and provides each candidate with a copy of the Summary of Your Rights Under the Fair Credit Reporting Act (Appendix C). The Chair of the Search Committee sends the release form by mail, email or fax to any candidate who chooses a telephone interview. The candidate signs it and hands, mails or faxes it to the Chair of the Search Committee. Any applicant who refuses to sign or does not return the release form cannot proceed any further in the search process. The Search Committee Chair informs candidates during the first level interview that employment at Farmingdale State College is contingent on a successful background check.

8. The Search Committee interviews candidates using their scripted questions and the Candidate Evaluation Form: (Appendix B). Individual Search Committee member’s ratings remain confidential.

9. The Search Committee selects the finalists, and gives the Dean, Director or Vice President an unranked list of those candidates.

10. The Search Committee is responsible for proceeding with the Credential Verification Process and conducting the Telephone Reference Check.

11. The Search Committee notifies Human Resources of their selection of finalists and sends Human Resources the original copy of the Candidate Evaluation Forms (Appendix B) for every candidate that has been interviewed along with any and all documentation pertaining to the interview.
Credential Verification Process

Immediately, when finalists have been selected, the Search Committee Chair, in consultation with the hiring department, sends Human Resources two documents for each candidate selected for a second interview:

1. The Credential Release Form a.k.a Notification and Authorization for Release of Information for Credential Background Check (Appendix D), with the applicant and Search Committee section completed.
   Note: The form must include a list of credentials to be checked, i.e. highest degree, all degrees, CPA, etc.
2. A copy of the applicant’s résumé.

Human Resources will conduct the credentials check and sends the report back to the hiring department. The hiring manager, or designee, signs the bottom of the Credential Release Form, verifying that the credential check was satisfactorily concluded. The hiring department then forwards BOTH the signed and verified Credential Release Form and the report to the second level interviewer, usually, the appropriate Vice President.

Conducting the Telephone Reference Check

Professional references can be a means to confirm what the candidate told you in the interview. Often, academic searches will have obtained letters of reference as part of the application package. These are permissible, but it should be noted that only original letters are acceptable. Copies or facsimiles are not to be deemed official.

Contact only those references provided by the candidate, unless you ask permission to contact others.

The final reference check should include the immediate supervisors of the candidate's last two positions. If these persons are not listed as references, it is important to ask the candidate why. Often a candidate has not mentioned to his/her supervisor that he/she is seeking other employment. Rarely, a candidate will request that you not contact a current supervisor. The search committee chair or department head should discuss this with the candidate. Another reference may be substituted at the discretion of the committee chair of department head.

No matter which kind of reference check is being done, a list of questions should be prepared first. These questions can be supplemented as appropriate depending on the course of the discussion. When making the call, the caller should identify himself/herself, name the position for which the candidate is being considered, and indicate that the call is being made to verify information given to the search committee by the candidate. Response to each question should be formally noted.

See Appendix A – Sample Reference Check Questions
Second Level Interviews

The second level interview can be conducted by an upper level manager including any appropriate combination of the following titles:

- Vice President
- Assistant/Associate Vice President
- Dean
- Assistant/Associate Dean
- Director
- Department Chairperson

This person(s) conducts the interview for the final candidates, makes a tentative selection and then moves to get the final approval to hire by following the recommendation to hire process.

Recommendation to Hire

Once the final candidate has been selected, and the background check and references have been completed, an appointment memo (see sample, Appendix I) should be sent to the Director of Human Resources with two lines for signature, one for the Director of Human Resources and another for the President.

The letter should contain the following items:

1. A signed statement indicating that the Affirmative Action procedures were properly followed
2. The name of the recommended candidate
3. The title of the vacancy being filled
4. The recommended start date
5. The recommended salary

This letter should be forwarded to the Department of Human Resources along with:

- Completed Candidate Evaluation Forms
- Completed Reference Checks
- Completed and signed Credential Verification Forms
- Any remaining documentation from the search.

Extending Offers

Typically, offers are extended by the Hiring Manager. No offer is considered final until the candidate receives a signed offer letter from the President. The salary offered must be within the range stated in the posted announcement or the approved hiring requisition.

After the verbal offer has been extended and accepted, the Hiring Manager should contact the Human Resources department, reconfirm the start date, and Human Resources will prepare the offer letter.

Closing the Search

Within the interview exchange program, candidates should be moved into the proper folders, i.e. not qualified, first level interviews and second level interviews. Human Resources will send emails to the candidates informing them they were not selected.
## APPENDICES

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<th>Appendix Name</th>
<th>Page</th>
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<tbody>
<tr>
<td>Appendix A - Sample/Suggested Reference Check Questions</td>
<td>17</td>
</tr>
<tr>
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<td>18</td>
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<td>30</td>
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Appendix A – Sample/Suggested Reference Check Questions

1. What was the title of the position held by the candidate?

2. Describe the candidate's responsibilities and the effectiveness of his/her performance.

3. Did the candidate supervise others? How many?

4. How closely was it necessary to supervise the candidate?

5. Was he/she willing to accept responsibility?

6. Did the candidate have any responsibility for policy formation?

7. Did the candidate develop any new plans or programs? Were they effectively developed? Effectively presented?

8. Did the candidate finish what he/she started?

9. How well did the candidate get along with people?

10. Are you aware of any problems that the candidate has which have prohibited and/or limited his/her ability to perform up to the expectations of this position?

11. What is the candidate’s outstanding point?

12. What are the candidate's weak points?

13. Does the candidate interact well with students?

14. What pressures were present in the position held by the candidate? How did she/he handle them?

15. If the candidate were staying with your organization, what things about his/her performance/behavior would you want him/her to change or improve?

16. Has the candidate informed you that he/she is leaving? What reasons has he/she given for leaving? Are there unofficial reasons and if so, what are they?

17. What is the candidate's single greatest accomplishment in her/his time working for you? What one thing do you wish the candidate had accomplished for you, but didn’t?

18. Would you welcome the candidate back to his/her current position?

19. Is there anything I should know but haven't asked you?

Appendix B- Note: This is a fill-able form available on the website at: http://www.farmingdale.edu/administration/administration-finance/human-resources/forms-schedules.shtml

Candidate Evaluation Form

Sample Ranking System
Ranking categories should be developed by the search committee and should closely reflect the required and preferred qualifications listed in the job vacancy announcement.

Search Title: ________________________________

Candidate Name ___________________________

Rating: 1=Poor 3=Average 5=Excellent

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<td>Education Level (as stated on Job Posting)</td>
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<td>Appropriate Work Experience, i.e. experience or as stated on Job Posting</td>
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<td>Knowledge of Specialization, i.e. knowledge of terminology &amp; new technology</td>
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<td>Ability to Perform the Job (combination of education and experience)</td>
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<td>Written Communication Skills, (can use the Cover letter, resume &amp; other writing samples)</td>
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<td>Innovations and/or Other Experience, i.e. Training attended or the training of others</td>
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<td>Awareness of Working with a Diverse Population</td>
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<td>Membership in Professional Organizations</td>
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<td>Philosophical View of the Work Area</td>
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Notes:___________________________________________________________________________
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A Summary of Your Rights under the Fair Credit Reporting Act

The Federal Fair Credit Reporting Act (FCRA) is designed to promote the accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you such as if you pay your bills on time or have ever filed for bankruptcy to creditors, employers, landlords and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (http://www.ftc.gov). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

* **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you—such as denying an applicant for credit, insurance, or employment—must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

* **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars

* **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to CRA. (The source also must advise national CRAs to which it has provided the data- of any error). The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement filed, you may ask that anyone who has recently received your report to be notified of the change.

* **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, a CRA is not required to remove accurate data from files unless it is outdated (as described below) or cannot be verified. If you dispute results in any change to your report, the CRA cannot reintroduce into your file a dispute item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.

* **You can dispute inaccurate information with the source of the information.** If you tell anyone such as creditor who reports to a CRA that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.24
* Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

* Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA—usually to consider an application with a creditor, insurer, employer, landlord, or other business.

* Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

* You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the list for two years. If you request, complete and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

* You seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

---

**The FCRA gives several different federal agencies authority to enforce the FCRA:**

<table>
<thead>
<tr>
<th>For Questions or Concerns regarding:</th>
<th>Please contact:</th>
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</table>
| CRA’s, Creditors, and others not listed below | Federal Trade Commission  
Consumer Response Center-FCRA  
Washington, DC 20580  
202-326-3761 |
| National banks, federal branches/agencies of foreign banks | Office of the Comptroller of the Currency  
Compliance Management, Mail Stop 6-6  
Washington, DC 20219 800-613-6743 |
| Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks) | Federal Reserve Board  
Division of Consumer & Community Affairs  
Washington, DC 20551 202-452-3693 |
| Savings associations and federally chartered savings banks | Office of Thrift Supervision  
Consumer Complaints  
Washington, DC 20552 800-842-6929 |
Notification and Authorization for Release of Information for Credential Background Check

Notice: In connection with your application for employment at Farmingdale State College (College), credential background checks may be requested, including, but not limited to academic degrees, certifications, licenses and employment history. Although regulated by the Fair Credit Reporting Act, this check will not include a credit check. Failure to provide consent will deny further consideration of your application. If the College believes you have misrepresented a credential, you will be informed of this discrepancy and be given a reasonable opportunity to provide clarifying information. If, upon further review, it is the College’s sole judgment that a material misrepresentation has occurred, you will no longer be considered for employment, or if already employed at the College, terminated. You will be informed in writing of such action. If you seek future employment at the College, the hiring department will be informed of this action and will be directed to take into consideration this information when evaluating your application and/or appointment.

Authorization: I hereby authorize, without reservation, any party or agency contacted by the College, any of its agents, or any entity employed by the College, for such purposes to furnish the above-mentioned information. I have the right to make a request of the College or its agents, under the federal Fair Credit Reporting Act, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I have received a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act.”

-- TO BE COMPLETED BY APPLICANT --

First Name | Middle Name | Last Name

Social Security Number

ADDRESS

List any additional names on the back of the form, with the date the name was changed

OTHER NAME USED | DATE OF CHANGE
OTHER NAME USED | DATE OF CHANGE

Are you authorized to work in the US?

Will you now or in the future need sponsorship for work authorization?

Signed: ___________________________ Date: ________________________

-- TO BE COMPLETED BY SEARCH COMMITTEE --

1. INDICATE WHICH CREDENTIALS NEED TO BE VERIFIED. (INCLUDE A COPY OF THE CANDIDATE’S RESUME)
   ______Highest Degree Only
   ______Multiple Degrees (list each degree)
   ______License(s)
   ______Certification(s)

2. PLEASE COMPLETE THE FOLLOWING:

POSITION BEING SEARCHED:

DEPARTMENT:

SEARCH COMMITTEE CHAIR:

COMPLETED VERIFICATIONS SHOULD BE SENT TO:
(NAME OF PERSON IN THE HIRING DEPARTMENT)

FORWARD THE RELEASE FORM & RESUME TO HUMAN RESOURCES

-HUMAN RESOURCES-
VERIFICATION COMPLETED AND FORWARDED: ___________ HR REPRESENTATIVE: ________________________
Date: ________________________

-HIRING DEPARTMENT-

Hiring Department Verifier Name and Title: ___________________________________________________________

I certify that I have reviewed the attached verifications and the degrees, licenses and certifications represented by the candidate match the verification received from Human Resources.

Signature: ___________________________ Date: ________________________

INCLUDE THIS FORM, AND THE COMPLETED SEARCH DOCUMENTATION, WHEN YOU REQUEST APPROVAL TO HIRE THE SELECTED CANDIDATE.
Appendix E

Illegal Interview Questions
By Patricia Van Zandt  AsktheEmployer.com

It is important to note that if you have asked a candidate an illegal question the College can be subjected to legal action. Please review this list of common illegal interview questions prior to conducting any interview.

ILLEGAL
• Are you a U.S. citizen?
• Where were you, your parents or spouse born?
• Can you provide us with a copy of your birth certificate, naturalization or baptismal records?
• What is your maiden name?

LEGAL
• What languages are you able to read, speak and/or write fluently? (This question is only legal if the candidate’s ability to speak a foreign language is relative to the opening)
  * Are you authorized to work in the U.S.?
  * Have you ever worked for this company under another name?

ILLEGAL
• How old are you?
• When did you graduate from high school or college?
• What is your birthday?

LEGAL
• Are you over the age of 18? (This question is only legal for the purpose of determining whether the applicant is of legal age for employment).

ILLEGAL
• What is your marital status?
• Who do you live with?
• How many children do you have, and what are their ages?
• Do you plan to have a family? If so, when?
• Do you have child care arrangements for your children while you are at work?

LEGAL
• Are you willing to relocate, if necessary?
• Are you willing to travel as required by this job? (This question is legal provided all applicants are asked this question).
  * This job occasionally requires employees work overtime. Are you able and willing to work overtime as necessary? (This question is legal provided all applicants are asked this question).

ILLEGAL
• What clubs, lodges or social organizations do you belong to?
• What is your religious denomination, or religious affiliation?
• What religious holidays do you observe?

LEGAL
• Do you belong to any professional or trade organizations that you consider relevant to your ability to perform this job?

ILLEGAL
• How tall are you?
• How much do you weigh?
• Are you referred to as Mr., Ms., Mrs., or Miss? (Illegal when inquiring for the purpose of determining the applicant’s gender).

LEGAL
• Are you able to lift a 50 lb. Weight and carry it 100 yards, should it be a necessary part of this job?
• Questions pertaining to height and weight are illegal unless minimum standards are essential to the safe performance of the job).

ILLEGAL
• Do you have any disabilities?
• Please complete the following medical history sheet.
• Have you had any recent or past illnesses or operations? If yes, please list dates and information.
• What was the date of your last physical exam?
• How is your family’s health?

LEGAL
• Are you able to perform the essential functions of this job without reasonable accommodations? (This question is permissible provided the interviewer has thoroughly described details surrounding the job opening, or reviewed the job description with the applicant). Note: The interviewer may disclose to the applicant that all new hire’s are required to undergo a medical exam as part of the hiring process. Exam results must be kept strictly confidential, except for medical/safety personnel as a means of emergency Contact information.

ILLEGAL
• Have you ever been arrested?

LEGAL
• Have you ever been convicted of a crime? (This is a legal question provided the inquiry is regarding convictions. And the inquiry should be reasonably related to the applicant’s ability to adequately perform the job).
• Are there any felony charges pending against you?

ILLEGAL
• Please provide the name and address of the nearest relative to be notified in case of an emergency or accident.

LEGAL
• Please provide the name and address of the person to be notified in case of an emergency.

ILLEGAL
• Were you honorably discharged from the military? If so, when?

LEGAL
• In what branch of the Armed Forces did you serve?
• What type of training or education did you receive in the military?

In general, it is illegal for anyone involved in the hiring process to ask a question inquiring into applicant’s lineage, ancestry, national origin, decent, parentage or nationality or to inquire as to how the applicant acquired the ability to read, write or speak a foreign language.
FACULTY & PROFESSIONAL VACANCY DESCRIPTION – page 1 of 2

SUBMITTED BY: _____

LINE # _____

PRIOR INCUMBENT _____

FT/PT _____ IF PART TIME% _____

TYPE _____

DEPT: _____

DIVISION: _____

SALARY RANGE: _____

SALARY TO BE POSTED: _____ (this is what the candidate will see on our website)

BUDGET TITLE: _____

LOCAL TITLE: _____

SL GRADE: _____

LOCATION: _____

ANTICIPATED START DATE: _____

JOB DESCRIPTION: _____

QUALIFICATIONS: _____

PREFERRED QUALIFICATIONS: _____

CLOSING DATE FOR RECEIPT OF APPLICATIONS: _____

INTERNAL SEARCH ONLY: _____

Search Committee Members: The search committee should be comprised of 3 to 7 members (5 recommended). This committee should have diverse representation.

Chairperson: _____ Telephone Ext.: _____

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<th>Members</th>
<th>Department</th>
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All positions will be advertised on Farmingdale.edu, higheredjobs.com and insidehighered.com. If you wish to advertise using additional sources, please indicate which sources, with justification, below:

---

Core Questions to be used for posting on Interview Exchange (see sample questions below):

**COMPLETE UP TO 10 QUESTIONS – THESE WILL BE USED ANSWERED BY THE APPLICANTS**

**ASSIGN A WEIGHTED PERCENT TO EACH QUESTION – TOTAL OF ALL MUST EQUAL 100%**

<table>
<thead>
<tr>
<th>Question</th>
<th>Required or Preferred?</th>
<th>Weighted Percent</th>
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**Sample Questions**

*Below are examples of sample questions.*

<table>
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<tr>
<th>Question</th>
<th>Required or Preferred?</th>
<th>Weighted Percent</th>
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<tbody>
<tr>
<td>1. Do you have a Bachelor’s Degree in Chemistry</td>
<td>Required</td>
<td>20</td>
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<tr>
<td>2. Do you a Doctoral Degree in Chemistry</td>
<td>Required</td>
<td>20</td>
</tr>
<tr>
<td>3. Do you have 3 years experience teaching at the college level?</td>
<td>Required</td>
<td>30</td>
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<tr>
<td>4. Do you have specialization in Organic Chemistry?</td>
<td>Preferred</td>
<td>10</td>
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<tr>
<td>5. Do you have experience working in a research facility?</td>
<td>Preferred</td>
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<tr>
<td>6. Do you have a demonstrated record of scholarship?</td>
<td>Preferred</td>
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APPENDIX G

TRAVEL REIMBURSEMENT POLICY

SUNY Policy (#8951) on travel reimbursements for interview candidates’ states:

- Reimbursement will only be made to individuals who reside at least 50 miles from the interview site
- Reimbursement is limited to the travel allowance that would be permitted for a NYS employee
- The individual would be expected to pay the expenses directly and then be reimbursed, except in a case where that would prove to be an extreme financial hardship
- Reimbursement of travel expenses for candidates is permitted if approved by the campus president or designee.

Within the parameters of the above SUNY policy, Farmingdale State College has adopted the following local policies regarding reimbursement to interview candidates:

- Reimbursement will be allowed only for finalists for a position. It is expected that telephone interviews only will be used in the initial round of interviews for those candidates who cannot be present for the interview.
- There is a maximum cap of $1,500.00 for any reimbursement.
- Candidates will be reimbursed for reasonable costs, which could include the standard state mileage rate if they travel by car, railroad costs, or airline travel.
- For lodging, we are permitted to reimburse up to the per diem rate for Suffolk County, which currently (March 2010) is $130.00 per day.
- Meal reimbursements are also limited to the state rate for Suffolk County, currently (March 2010) $71.00 a day ($14.00 for breakfast and $51.00 for dinner).

Reimbursements are not charged to department accounts, but are handled centrally through our Human Resources department. Authorization for reimbursement of travel expenses is required prior to bringing an employee to campus. All requests should be submitted in writing using the attached form.
NOTE: All requests must conform to the Farmingdale State College Travel Reimbursement Policy

This form is available as a fill-able form on the forms section of the HR webpage.

## TRAVEL REIMBURSEMENT REQUEST

<table>
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<th>REQUEST SUBMITTED BY:</th>
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<tr>
<td>CANDIDATES NAME:</td>
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<td>DEPARTMENT CONDUCTING SEARCH:</td>
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<td>POSITION BEING SEARCHED</td>
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<tr>
<td>ESTIMATED TOTAL COSTS:</td>
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</table>

## APPROVAL

DEPARTMENT CHAIR/DIRECTOR: ________________________________

AREA VICE PRESIDENT: ________________________________

Please return this form to the Human Resources Department
APPENDIX H

Sample Interview Questions:

What is it about this position that led you to apply?
What were your duties in your last job? (You can ask this question about each job listed on their resume)
Please describe your management (teaching/working) style?
How would your former supervisor or colleague describe you?
Tell me about your responsibilities in your last position.
Describe a typical day in your current/most recent position?
What size budget did you manage?
What has been your experience teaching/working with a multicultural population?
What do you do when you are pressed for a decision?
In your last job what kinds of pressure did you encounter and how did you react?
What kind of work interests you the most?
What kind of work interests you the least?
How would your references describe you?
Name five characteristics that describe you.
Are you a self-starter? Please provide specific examples.
How does your present position differ from past ones?
What would you like to avoid completely in your next job?
How did you prepare for this interview?
What are your professional goals for the next 3-5 years?
Tell me about something you did recently that was not part of your job?
How have you grown in your current job?
What kinds of skills did you use in your past job?
What are you seeking in your next job?
What type of compliments do you receive from your peers or supervisors?
What happens when two priorities compete for your time?
Can you describe a recent situation in which you accomplished an important objective in a brief period of time?
How do you handle repetitive tasks?
Tell me about the last time you missed a goal or deadline.
How do you keep others informed on work issues?
When was the last time something upset you at work? What did you do?
How do you ensure all of your work gets accomplished in a productive manner?
What was the biggest professional risk you have taken and what was the outcome?
Tell me about the last time you had to work with someone inside or outside of your department to accomplish a goal.
Describe a situation where you were successful in directing the work of others.
Describe a situation when you dealt with a difficult person and how you resolved it.
If your supervisor criticized you unfairly, how did/would you handle it?
What do you expect from this job?
What do you know about SUNY and Farmingdale?
What do you like best about what you have learned about this job?
What concerns do you have about this job?
What do you see as your primary qualifications for this job?
How do you rate your effectiveness in interpersonal relationships?
What did you like best about your job?
What accomplishments do you feel good about?
What caused you to leave and move on to the next job?
Tell me about the last time you solved a problem where you had to do a lot of hard thinking and careful analysis. What obstacles did you overcome? What was the end result?
Describe how you managed your work schedule the last time you had competing deadlines to meet. What was the result?

**Faculty related questions:**

Tell us about the courses you have taught at the college level?
What type of classroom instructional techniques do you apply?
What things do you need from your colleagues, the department and the college to support your work as a productive teacher?
Tell us about your research interests.
Where do you see your research going?
How does your research inform your teaching?
What courses would you like to develop and teach?
APPENDIX I

SAMPLE APPOINTMENT MEMO

Farmingdale
State College

TO: Dr. W. Hubert Keen
    President

FROM: (Area Vice President)

DATE: _____________________

RE: Appointment of (Position Title)

The Search Committee appointed to review applications and interview applicants for the recent search for a (Position Title) has completed its task and has recommended (Candidate’s Name) for the position. In completing this search, all of the required Affirmative Action procedures were properly followed. A copy of the preferred candidate’s resume is attached for your information.

2nd paragraph is a summary of the reasons this candidate was selected. You can highlight the candidate’s credentials and experience. Example, Mr. ________ has a BS in Accounting from Hofstra University and is a Certified Public Accountant. He previously worked at Dowling College as the Budget Officer. Supply as much information as you feel is appropriate.

With your approval, I would like to offer Mr. ________ the position of (Position Title) at a salary of __________, effective ____________. Thank you for your consideration.

Approved: _____________________  Approved: _____________________
            W. Hubert Keen, Ph.D.                      Marybeth Incandela
            President                                Human Resources Director