# TABLE OF CONTENTS

INTRODUCTION .................................................................................................................. 1

GOALS OF A SUCCESSFUL RECRUITMENT PROCESS ................................................................. 2

SUGGESTIONS TO INCREASE DIVERSITY IN AN APPLICANT POOL ........................................ 2

OVERVIEW OF THE RECRUITMENT PROCESS ........................................................................... 3

DUTIES OF THE SEARCH COMMITTEE CHAIRPERSON ................................................................. 4

RESPONSIBILITIES OF SEARCH COMMITTEE MEMBERS ............................................................. 4

GUIDE FOR FORMULATING INTERVIEW QUESTIONS .................................................................... 5

SAMPLE QUESTIONS ......................................................................................................................... 5

GUIDELINES FOR INQUIRIES ............................................................................................................ 6

INFORMATION ABOUT HIRING ...................................................................................................... 7

RECORDKEEPING ......................................................................................................................... 7

SAMPLE REJECTION LETTER ........................................................................................................... 7

SAMPLE FORMS ................................................................................................................................. 8

OVERVIEW AND CHECKLIST OF THE SEARCH PROCESS ................................................................. 9

INITIAL EVALUATION OF APPLICATION FORM .............................................................................. 10

SCREENING COMMITTEE INITIAL EVALUATION SUMMARY ............................................................. 11

TELEPHONE INTERVIEW EVALUATION FORM ............................................................................... 12

SCREENING COMMITTEE TELEPHONE INTERVIEW SUMMARY ......................................................... 13

ON-CAMPUS INTERVIEW EVALUATION FORM ............................................................................... 14

SCREENING COMMITTEE ON-CAMPUS INTERVIEW SUMMARY ......................................................... 15

DISCLOSURE AND AUTHORIZATION FORM ..................................................................................... 16-21

NOTICE TO CALIFORNIA RESIDENTS ............................................................................................ 22

NOTICE TO NEW YORK RESIDENTS .............................................................................................. 23-24

UNCLASSIFIED STAFF & FACULTY SEARCH RECORD ................................................................... 25

APPLICANT MATRIX ............................................................................................................................. 26
Pittsburg State University is proud of its commitment to helping all individuals interested in secure employment. All university policies and programs allow equal opportunity for employment, conditions of employment, services and participation in University activities regardless of race, religion, color, sex, disability, marital status, national origin, sexual orientation, age, ancestry or veteran status.

The University is an Equal Opportunity and an Affirmative Action Employer. This means that, as an institution receiving federal funds, we seek to provide an equal opportunity for all individuals to become aware of available positions, to apply for those positions and to assure equitable treatment of applicants throughout the hiring process. As an institution, we are also committed to taking “affirmative action” to increase diversity of the University community and making significant efforts toward inclusion of individuals who may not be sufficiently represented in the present workforce. Each search conducted for a University position should include proactive initiatives for increasing diversity, and provide equal opportunity for all potential applicants.

The University generally expects departments to conduct external searches for all unclassified staff and faculty positions, including appointments to visiting and part-time positions. All searches and appointments must conform to equal opportunity and affirmative action guidelines for inclusion. Any waiver from the suggested recruitment guidelines must be approved by the President of the University, the appropriate Vice President and the Director of Equal Opportunity and Affirmative Action before an offer of employment is extended.

The Director of Equal Opportunity and Affirmative Action has the responsibility to monitor all unclassified staff and faculty searches to assure state and federal compliance, conduct training on the search process, and provide guidance to search committees and hiring authorities.

These guidelines have been compiled to assist University personnel in conducting searches for unclassified staff and faculty. The recommendations contained in these guidelines are intended to further the University’s efforts to eliminate discrimination, take affirmative action and provide equal opportunity, as indicated above.

Pittsburg State University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status and genetic information in the University’s programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies and Title IX: Director of Equal Opportunity and Affirmative Action, 1701 S. Broadway, Russ Hall 218, Pittsburg, KS 66762, 620-235-4185, eoaa@pittstate.edu.
GOALS OF A SUCCESSFUL RECRUITMENT PROCESS

- To attract highly qualified individuals to Pittsburg State University.
- To engage in active recruitment of members of traditionally underrepresented groups.
- To provide potential applicants an equal access to apply and compete for vacancies.
- To attract a pool of qualified diverse applicants.
- To interview a pool of qualified applicants that includes representation of underrepresented groups.
- To select a candidate that has the potential for succeeding in an inclusive and supportive environment.

SUGGESTIONS TO INCREASE DIVERSITY IN AN APPLICANT POOL

- Solicit names of potential candidates from minority or women faculty and unclassified staff in the department or in the College. Write, call, or meet with the potential candidate and encourage their application.
- Send position announcements to professional organizations and their subgroups or interest groups with a minority focus. For example: National Society of Black Engineers.
- Send position announcements to the university department aligned with your discipline at the institutions that graduate the largest number of minorities of color. A list of historically black colleges and universities in each state may be found at: http://www.college-scholarships.com/historically_black_colleges_universities.htm
- Meet with potential minority or women candidates at conferences to discuss the position whenever possible.

Possibilities for Diverse Advertising:
- Hispanic Outlook in Higher Education http://www.hispanicoutlook.com/
- Association for Women in Science http://www.awis.org/
- Women in Higher Education http://www.wihe.com/
- Affirmative Action Register http://www.aar-eeo.com/
- Saludos Hispanos http://www.saludos.com/
- Historically Black College & University Career Center http://www.hbcucareercenter.com/
- Diversity Web http://www.diversityweb.org/
- American Association of University Women http://www.aauw.org
- Business and Professional Women’s Foundation http://careers.bpwusa.org/
- Native American Times http://www.nativetimes.com/
- Minority Online Information Services http://www.molis.us/
The Overview of the Recruitment Process is a step-by-step process used for the searching and hiring of new PSU employees. All required search forms are included in this Guide. Please adapt these forms to the specific use of the committee and return to the Equal Opportunity Office. Please use this Overview as your checklist to ensure all steps of the search process are completed. This Overview, in checklist format, is located in the Forms section.

### STEP 1
**Begin the Search**
- Hiring department obtains permission to begin search from appropriate administrator (president, vice president, dean).
- Hiring department contacts Equal Opportunity (EO) to inform that a search will take place.
- Hiring department revises position description if necessary.
- Hiring department determines job-related criteria and documents that applicants will submit.
- Hiring department forms search committee. The search committee acts as a ‘screening committee’ and not a ‘selection committee’. The hiring administrator makes the final hiring decision.
- Hiring department/search committee creates advertisements (internal and external). EO must approve.
- Hiring department formally starts the search process through the Power Grid in the GUS system; creates a recruitment plan by completing and uploading the following documents to the Power Grid:
  - List of Search Committee Members
  - Position Description
  - Advertisement Plan/Timeline (where ads will be placed, beginning and ending dates)
  - Advertisements (internal and external)
- Once search is approved by the President, hiring department places advertisements. EO will post on PSU jobs web site. Tenure-earning positions must be advertised for a minimum of 30 days; staff and non-tenure earning positions must be advertised for a minimum of 14 days.
- Invite EO to meet with search committee before applicant screening begins.

### STEP 2
**Screen and Recommend for Interview**
- Create Briefcase in Zimbra to share search files with committee members (or you may use any method of sharing appropriate for the size of committee/search).
- Prepare committee evaluation forms and adapt them to the search. Sample forms are included in the Search Committee Guide and are available in Word format on the EO web site. Insert search position title on all forms. Evaluative forms include:
  - Initial Evaluation of Applications
  - Telephone Interview Evaluation Form
  - On-Campus Interview Evaluation Form (this form is optional)
- Prepare interview questions (phone, reference, in-person); must be approved by EO. Included in the Search Committee Guide is the Guide for Formulating Interview Questions and Guidelines for Inquiries which serve as examples of appropriate questions. Upload all interview questions to Power Grid.
- As applications are received, hiring department sends candidates the Applicant Characteristic Survey link which notifies the applicant that their application has been received. This survey link is sent to the hiring department for distribution to applicants by EO when the search is approved and posted on the PSU jobs web site.
- After first consideration date, screen applications based upon requirements in position description.
- Send to EO the Screening Committee Initial Summary of All Candidates spreadsheet.
- Recommend to hiring administrator top candidates for phone interviews.

### STEP 3
**Interview and Recommend Top Candidates**
- Schedule and conduct phone interviews. All committee members should be present during phone interviews.
- Send to EO the Screening Committee Summary of Telephone Interviews spreadsheet.
- Schedule and conduct reference calls. Conduct reference calls before scheduling on-campus interviews. Two committee members should be on each reference call.
- Recommend to hiring administrator top candidates for in-person interviews.
- Schedule and conduct on-campus interviews. All committee members should be present.
- Have each candidate complete the Disclosure and Authorization Form while they are on campus. This allows EO to run the background check when a candidate is selected. There are federally required documents that must be given to New York and California candidates.
- Provide to the hiring administrator the top two or three candidates, unranked.
- Send to EO the Screening Committee Summary of On-Campus Interviews spreadsheet (optional).

### STEP 4
**Close Out the Search**
- At the conclusion of the search, complete the Unclassified Staff & Faculty Search Record form and upload it to the appoint module on the Power Grid.
- Send letters to unsuccessful candidates.
- The hiring department is required to keep ALL documentation on each search for a minimum of three years, after which time the records may be destroyed. If an international individual is hired and does not have permanent resident status, the documentation must be kept for a minimum of five years, after which time the records may be destroyed.
DUTIES OF THE SEARCH COMMITTEE CHAIRPERSON

1. Ascertain from the hiring authority the search committee’s charge.
2. Schedule and chair meetings.
3. Send each applicant the EO Applicant Characteristic Survey via email.
4. Ensure that the recruitment process moves forward in a timely manner.
5. Ensure that all individuals involved in the recruitment process follow University policies and procedures, along with school/college guidelines and departmental policies.
6. Examine the department’s underrepresented group members. If underutilization exists, develop outreach efforts to target underrepresented group members.
7. Provide a copy of the Search Guidelines to the search committee.
8. Ensure confidentiality is understood and maintained.
9. Ensure consistency throughout the process as appropriate.
10. Send letters to unsuccessful candidates.
11. Collect all documentation for filing.

RESPONSIBILITIES OF SEARCH COMMITTEE MEMBERS

1. Attend all meetings.
2. Complete assignments on time.
3. Contribute your personal and professional perspectives.
4. Work toward a consensus.
5. Respect the confidentiality of the process as well as that of each candidate and the department.
6. Represent the University in a positive and professional manner throughout the search process.
GUIDE FOR FORMULATING INTERVIEW QUESTIONS

- Be sure each applicant is asked the same set of questions.
- Ask open ended questions.
- Avoid leading questions.
- Ask situational questions that pertain to the job.

SAMPLE QUESTIONS

1. Tell me about a successful collaborative project you worked on in the past year. With whom did you work? What was your role? How did it turn out?

2. How did you market your new program to the intended participants? Who did you have to work with to pull it off? What happened? What, if anything, would you do differently next time? Why?

3. What was the most challenging counseling situation you had last year? How did you approach it? What steps did you take to address it? What was the outcome?

4. We would like you to think of an example where you were responsible for organizing and coordinating a major initiative in your department. How did you approach the task? Walk me through the steps. How did you evaluate its effectiveness? How did the initiative work out?

5. Can you give us an example of a recent leadership challenge you have had to face in the workplace?

6. As the new director, what initial steps would you take to establish your leadership?

7. In prior jobs what did you do to foster positive working relationships with your new staff and supervisor?

8. Give an example of when you anticipated a problem and were able to provide direction to address that problem.

9. Tell us about a time when you had to adjust to changes beyond your control.

10. Give an example when you asked someone to do something and they did it wrong. How did you handle the situation?
GUIDELINES FOR INQUIRIES

Any inquiry that elicits information which is not needed to consider an applicant for employment should be avoided, even though not specifically listed below.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>PERMISSIBLE INQUIRIES</th>
<th>INQUIRIES TO AVOID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>Although some inquiries might be permissible, this information has no relevance on the applicants' ability to perform the job.</td>
<td>Inquiry about any address that would indicate national origin; about names or relationship of persons with whom applicant resides; or whether the applicant owns or rents a home.</td>
</tr>
<tr>
<td>AGE</td>
<td>Inquiry about the applicant’s meeting the minimum legal age.</td>
<td>Verification of age may ONLY be required after hiring.</td>
</tr>
<tr>
<td>CITIZENSHIP AND BIRTHPLACE</td>
<td>Although some extremely limited inquiries might be permissible, this is unnecessary since work eligibility information will be vetted during the on-boarding process if necessary.</td>
<td>Any inquiry that would indicate the birthplace or citizenship of the applicant or any of the applicant’s relatives. Requirement that the applicant provide a birth certificate, nationalization papers, or work eligibility prior to employment.</td>
</tr>
<tr>
<td>CONVICTIONS</td>
<td>Although some inquiries might be permissible, this is unnecessary since PSU has a pre-employment background check policy.</td>
<td>Any inquiry relating to arrest which is the apprehension or detention of a person for an alleged crime. Asking or checking into a person’s arrest, court, or conviction record if it does not relate to the functions/responsibilities of the job.</td>
</tr>
<tr>
<td>DISABILITIES</td>
<td>Inquiry into whether the applicant is able to perform the essential functions of the position with or without reasonable accommodation.</td>
<td>Inquiries that solicit information about a disability or association with a person with a disability.</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>Inquiry about academic, vocational, or professional schools attended. Inquiry into language skills only if applicable to job duties.</td>
<td>Inquiry about the nationality, racial or religious composition of a school the applicant has attended.</td>
</tr>
<tr>
<td>MARITAL AND FAMILY STATUS</td>
<td>Inquiry about an applicant’s ability to meet specified work schedules and/or ability to travel. Ask both genders.</td>
<td>Inquiry that indicates applicant’s marital status, number and age of children or pregnancy</td>
</tr>
<tr>
<td>MILITARY</td>
<td>Inquiry about type of education and experience in service as it relates to a particular job.</td>
<td>Inquiry about the type of discharge or registration status.</td>
</tr>
<tr>
<td>NATIONAL ORIGIN</td>
<td>Inquiry about languages applicant reads, speaks or writes; only if applicable to job duties.</td>
<td>Inquiry about applicant’s lineage, ancestry, national origin, descent, birthplace, or native language; about national origin or applicant’s parents or spouse.</td>
</tr>
<tr>
<td>ORGANIZATIONS</td>
<td>Inquiry about professional organizations related to the position.</td>
<td>Inquiry about organizations that suggests race, sex, religion, national origin, disability or sexual orientation.</td>
</tr>
<tr>
<td>RACE, COLOR OR ETHNICITY</td>
<td>NONE</td>
<td>Inquiries that might indicate race, ethnicity or color.</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>Although permissible, unnecessary since this information is provided with their application.</td>
<td>Requirement that a reference be supplied by a particular individual, other than a current supervisor.</td>
</tr>
<tr>
<td>RELIGION</td>
<td>Inquiry about an applicant’s ability to meet specified work schedules and/or ability to travel.</td>
<td>Any inquiry that would disclose religious practices or customs.</td>
</tr>
<tr>
<td>SEXUAL ORIENTATION</td>
<td>NONE</td>
<td>Inquiry that would require disclosure of sexual orientation, gender identity or gender expression.</td>
</tr>
</tbody>
</table>
INFORMATION ABOUT HIRING

- Before an offer of employment is extended by the hiring official, the candidate must complete the Disclosure and Authorization Form for a background check. The background check includes criminal history and sex offender registry information. Select positions include a check of fiduciary (credit) history.

- Upon satisfactory background checks, an offer of employment may be extended.

RECORDKEEPING

Several federal agencies require that the University keep records regarding hiring. Additionally, it is necessary to have the records available in the event that an employment decision is questioned. After the search is completed, inquiries regarding the search should be directed to the hiring authority or the Equal Opportunity Office.

- The hiring authority is required to keep all documentation on each search for a minimum of three (3) years, or if the hire results in an international candidate being hired, the records must be kept for five (5) years for immigration purposes. After such time, the records may be destroyed.

- Documents that should be kept in a confidential location include the following:
  - Tear sheets of advertisements
  - Any correspondence to applicants
  - Completed screening instruments of all applications
  - Interview questions and documented responses
  - Reference questions and documented responses
  - All intra-university correspondence regarding the search
  - Any other documentation associated with the search

SAMPLE REJECTION LETTER

Dear Candidate,

Thank you for your interest in the Technology Consultant position in the College of Arts and Sciences at Pittsburg State University. The search committee has carefully reviewed your experience and background against our criteria. While your credentials and experience represent significant accomplishments, we found the qualifications of other applicants more closely fit our needs. We will not be considering your application further.

We wish you much success in your career search and thank you for your interest in Pittsburg State University.

Sincerely,
Name, Chair
Search Committee
SAMPLE FORMS

The following forms can be found at the Equal Opportunity website
http://pittstate.edu/office/eoaa/unclassified-search-process.dot
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- Schedule and conduct on-campus interviews. All committee members should be present.
- Provide to the hiring administrator the top two or three candidates, unranked.
- Send to EO the Screening Committee Summary of On-Campus Interviews spreadsheet (optional).

### STEP 4
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- The hiring department is required to keep ALL documentation on each search for a minimum of three years, after which time the records may be destroyed. If an international individual is hired and does not have permanent resident status, the documentation must be kept for a minimum of five years, after which time the records may be destroyed.
Applicant Name: ________________________________________________________________

Academic Qualifications:

   Required: Master's Degree
   □ Yes  □ No  □ Need More Information

   Preferred: Master's Degree in Specific Field
   □ Yes  □ No  □ Need More Information

Experience, Qualifications, Skills and Other Requirements:

   Required: Experience in Specific Field
   □ Yes  □ No  □ Need More Information

   Preferred: Ability to ...
   □ Yes  □ No  □ Need More Information

   Preferred: Proficiency in ...
   □ Yes  □ No  □ Need More Information

Committee Member's Comments:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please rate applicant on the following scale (from 0 to 5) – place check in box under appropriate number:

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>Unqualified</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Reviewer: _____________________________________________________________
Print Name __________________________________________________________
Signature ____________________________________________________________

Date: ________________________________
<table>
<thead>
<tr>
<th>Applicant Last Name</th>
<th>Applicant First Name</th>
<th><em>J.A.</em></th>
<th><em>C.J.</em></th>
<th><em>R.S.</em></th>
<th><em>B.W.</em></th>
<th><em>S.E.</em></th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bear</td>
<td>Yogi</td>
<td>3.0</td>
<td>2.5</td>
<td>3.5</td>
<td>3.0</td>
<td>3.0</td>
<td>15.0</td>
</tr>
<tr>
<td>Bird</td>
<td>Tweedy</td>
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<td>3.5</td>
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<tr>
<td>Bunny</td>
<td>Bugs</td>
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</tr>
<tr>
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<td>Pebbles</td>
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<td>2.5</td>
<td>3.0</td>
<td>3.0</td>
<td>14.0</td>
</tr>
<tr>
<td>Mouse</td>
<td>Minnie</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
<td>4.5</td>
<td>3.5</td>
<td>21.5</td>
</tr>
<tr>
<td>Oyl</td>
<td>Olive</td>
<td>4.0</td>
<td>3.0</td>
<td>3.5</td>
<td>3.0</td>
<td>3.5</td>
<td>17.0</td>
</tr>
<tr>
<td>Racer</td>
<td>Speed</td>
<td>3.5</td>
<td>4.0</td>
<td>3.5</td>
<td>3.5</td>
<td>3.5</td>
<td>18.0</td>
</tr>
</tbody>
</table>

*Committee Members’ rankings by their initials:

Rating scale: 5=Excellent; 4=Above Average; 3=Average; 2=Below Average; 1=Poor
Committee members may express rankings in increments of 1/10th of a percent (i.e., 3.5).

Committee Chair: ____________________________________________________________

Print Name: ___________________________ Signature: __________________________

Date: ______________________________________

To be returned to the Office of Equal Opportunity for Affirmative Action purposes
SAMPLE -- TELEPHONE INTERVIEW EVALUATION FORM
(Insert Corresponding Search Position Title)
To be completed by each committee member.

Candidate Name: _________________________________________________________________________

1. Evaluation of Academic Degree:

   Ph.D. 5 4 3 2 1 B.S.

Comments: ____________________________________________________________________________

2. Teaching Experience:

   Excellent 5 4 3 2 1 Poor

Comments: ____________________________________________________________________________

3. Scholarship:

   Excellent 5 4 3 2 1 Poor

Comments: ____________________________________________________________________________

4. Research:

   Excellent 5 4 3 2 1 Poor

Comments: ____________________________________________________________________________

5. Advisement Experience:

   Excellent 5 4 3 2 1 Poor

Comments: ____________________________________________________________________________

Score: ______ Should we interview this candidate on campus? ___ yes ___ no ___ unsure

Reviewer: _______________________________________________ ___________________________

Print Name ___________________________ Signature ___________________________

Date: ________________________________
**SAMPLE -- SCREENING COMMITTEE SUMMARY OF TELEPHONE INTERVIEWS**
*(Insert Corresponding Search Position Title)*

<table>
<thead>
<tr>
<th>Candidate Last Name</th>
<th>Candidate First Name</th>
<th>* J.A.</th>
<th>*C.J.</th>
<th>*R.S.</th>
<th>*B.W.</th>
<th>*S.E.</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bear</td>
<td>Yogi</td>
<td>3.0</td>
<td>2.5</td>
<td>2.0</td>
<td>2.5</td>
<td>2.0</td>
<td>12.0</td>
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<tr>
<td>Bunny</td>
<td>Bugs</td>
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<td>3.5</td>
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<td>2.5</td>
<td>14.5</td>
</tr>
<tr>
<td>Mouse</td>
<td>Minnie</td>
<td>3.5</td>
<td>2.5</td>
<td>3.0</td>
<td>2.0</td>
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<td>13.5</td>
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<td>3.5</td>
<td>19.5</td>
</tr>
<tr>
<td>Racer</td>
<td>Speed</td>
<td>4.0</td>
<td>4.0</td>
<td>4.5</td>
<td>3.5</td>
<td>3.0</td>
<td>19.0</td>
</tr>
</tbody>
</table>

*Committee Members’ rankings by their initials:

Rating scale:  5=Excellent; 4=Above Average; 3=Average; 2=Below Average; 1=Poor

Committee members may express rankings in increments of 1/10th of a percent (i.e., 3.5).

---

Committee Chair:
Print Name __________________________ Signature __________________________
Date: ________________________________

*To be returned to the Office of Equal Opportunity for Affirmative Action purposes*
SAMPLE -- ON-CAMPUS INTERVIEW EVALUATION FORM  
(Insert Corresponding Search Position Title)  
To be completed by each committee member.

Candidate Name: _________________________________________________________________________

Rating: For each dimension, check the box that most accurately describes your rating of the candidate on that dimension.

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Excellent 5</th>
<th>Above Average 4</th>
<th>Average 3</th>
<th>Below Average 2</th>
<th>Poor 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Background</td>
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<tr>
<td>Administrative Experience</td>
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<tr>
<td>Program Development</td>
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<td>Budget Administration</td>
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<td>Faculty Hiring and Development</td>
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<tr>
<td>Teamwork Skills</td>
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<td>Accreditation Experience</td>
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<tr>
<td>Information Technology Experience</td>
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</table>

Total: __________

Comments: ____________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Reviewer: __________________________________________  ________________________________
Print Name  Signature

Date: ______________________________________________
## SAMPLE -- SCREENING COMMITTEE SUMMARY OF ON-CAMPUS INTERVIEWS

(Insert Corresponding Search Position Title)

<table>
<thead>
<tr>
<th>Candidate Last Name</th>
<th>Candidate First Name</th>
<th><em>J.A.</em></th>
<th><em>C.J.</em></th>
<th><em>R.S.</em></th>
<th><em>B.W.</em></th>
<th><em>S.E.</em></th>
<th>Totals</th>
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<tbody>
<tr>
<td>Bunny</td>
<td>Bugs</td>
<td>3.5</td>
<td>3.0</td>
<td>4.0</td>
<td>3.5</td>
<td>2.5</td>
<td>16.5</td>
</tr>
<tr>
<td>Oyl</td>
<td>Olive</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
<td>4.5</td>
<td>3.5</td>
<td>21.5</td>
</tr>
<tr>
<td>Racer</td>
<td>Speed</td>
<td>3.0</td>
<td>2.5</td>
<td>3.5</td>
<td>3.0</td>
<td>3.0</td>
<td>15.0</td>
</tr>
</tbody>
</table>

*Committee Members’ rankings by their initials:

Rating scale: 5=Excellent; 4=Above Average; 3=Average; 2=Below Average; 1=Poor
Committee members may express rankings in increments of 1/10th of a percent (i.e., 3.5).

Committee Chair:

Print Name: ____________________________
Signature: ____________________________
Date: ________________________________

To be returned to the Office of Equal Opportunity for Affirmative Action purposes
Pittsburg State University conducts pre-employment screening on new hires. The pre-employment screening includes a criminal background check and may also include a credit history report if necessary for the position. Before making an adverse decision, PSU will provide you with a copy of the consumer report and a description in writing of your rights under the FCRA.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Pittsburg State University (PSU) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security number validation, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been requested and compiled about you and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Validity Screening Solutions, PO Box 860443, Shawnee, KS 66286-0443, 866-915-0792, www.validityscreening.com or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing PSU to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of A Summary of Your Rights Under the Fair Credit Reporting Act and the Disclosure Regarding Background Investigation and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by PSU at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Validity Screening Solutions, PO Box 860443, Shawnee, KS 66286-0443, 866-915-0792, www.validityscreening.com, another outside organization acting on behalf of Pittsburg State University, and/or Pittsburg State University itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by PSU by contacting the consumer reporting agency identified above directly. You may also contact PSU to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which PSU shall provide within 5 days.

New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by PSU, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that PSU has not maintained secured records is available to you upon request.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

New York applicants or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by PSU. ☐ (Must include email address: _________________________________________________)

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by PSU whenever you have a right to receive such a copy under California law. www.validityscreening.com/Site/PrivacyPolicy ☐

(Must include email address: _________________________________________________)

I understand that falsification, misrepresentation, and/or omission of information on my employment application and/or this disclosure and authorization form is grounds for excluding me from further consideration, withdrawal of a job offer, and if already employed, termination of my employment.

Print Full Name  Applicant Signature  Date
PITTSBURG STATE UNIVERSITY
DISCLOSURE AND AUTHORIZATION FORM

Please type or print clearly. **Keep the last four pages**: A Summary of Your Rights, Table of Federal Enforcers, Remedying the Effects of Identity Theft, and Disclosure Regarding Background Investigation.

Last Name: ___________________________  First Name: ___________________________  Middle ______________

Other/Former Names ___________________________  PSU ID Number (if applicable) ________________

Social Security Number* ______ - _____ - ______  Date of Birth* _____(Month) _____(Day) ________ (Year)

Address __________________________________________________  City ________________________________

State _______  Zip Code ___________  County______________________________

Phone Number ________________________  Email Address _________________________________

Department ___________________________________  Position _________________________________________

Are you currently employed in a benefits-eligible position at another Kansas Board of Regents Institution?

____ Yes    ____ No    If yes, where ________________________________

*This information will be used for background screening purposes only and will not be used as hiring criteria.

_The information requested above is used to assist in the completion of a background investigation. The information will be maintained in a limited access file, detached from your application. The information will be used for the sole purpose of identification when conducting a background investigation._

Prospective Classified Employees: Return this completed form to Human Resource Services, Room 204 Russ Hall, or fax to 620-235-6002. Contact 620-235-4191 if you have any questions.

All other prospective Employees: Return this completed form to the Equal Opportunity Office, Room 218 Russ Hall or fax to 620-235-4190. Contact 620-235-4185 if you have any questions.

DEPARTMENT USE ONLY

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Position:</th>
</tr>
</thead>
</table>

**HRS/EO USE ONLY**

<table>
<thead>
<tr>
<th>Criminal Check</th>
<th>Fiduciary Check</th>
<th>Sex Offender Registry Only</th>
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</thead>
<tbody>
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<td>Date sent: ______________</td>
<td>Date sent: ______________</td>
<td>Date completed: ______________</td>
</tr>
<tr>
<td>Date received back: ______________</td>
<td>Date received back: ______________</td>
<td></td>
</tr>
</tbody>
</table>

Results

☐ Clear
☐ Hold- Committee Meeting

Pre-Ad Notice Date: ______________
☐ Hire
☐ Not Hire
Ad Notice Date: ______________

DATE CONTACTED DEPARTMENT WITH RESULTS: _____________________________

SAMPLE
A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, D.C. 20006.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.
States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

<table>
<thead>
<tr>
<th>TYPE OF BUSINESS</th>
<th>CONTACT</th>
</tr>
</thead>
</table>
| 1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates. | a. Consumer Financial Protection Bureau  
1700 G Street N.W.  
Washington, DC 20006 |
|                                                                                      | b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB.               |
|                                                                                      | 2. To the extend not included in item 1 above:                                                                                           |
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050 |
| b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act. | b. Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480 |
| c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations | c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106 |
| d. Federal Credit Unions                                                            | d. National Credit Union Administration  
Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street, Alexandria, VA 22314 |
|                                                                                      | 3. Air carriers                                                                                                                          |
|                                                                                      | Asst. General Counsel for Aviation Enforcement & Proceedings  
Aviation Consumer Protection Division  
Department of Transportation  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590 |
|                                                                                      | 4. Creditors Subject to Surface Transportation Board                                                                                 |
|                                                                                      | Office of Proceedings, Surface Transportation Board  
Department of Transportation  
395 E Street, S.W.  
Washington, DC 20423 |
|                                                                                      | 5. Creditors Subject to Packers and Stockyards Act. 1921                                                                               |
|                                                                                      | Nearest Packers and Stockyards Administration area Supervisor  
                                                                                        |
|                                                                                      | 6. Small Business Investment Companies                                                                                                 |
|                                                                                      | Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
406 Third Street, S.W., 8th Floor  
Washington, DC 20416 |
|                                                                                      | 7. Brokers and Dealers                                                                                                                   |
|                                                                                      | Securities and Exchange Commission  
100 F Street, N.E.  
Washington, DC 20549 |
|                                                                                      | Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090 |
|                                                                                      | 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above                                                                 |
|                                                                                      | FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357 |
Remedying the Effects of Identity Theft

You are receiving this information because you have notified a consumer reporting agency that you believe you are a victim of identity theft. Identity theft occurs when someone uses your name, Social Security number, date of birth, or other identifying information, without authority, to commit fraud. For example, someone may have committed identity theft by using your personal information to open a credit card account or get a loan in your name. For more information, visit www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The Fair Credit Reporting Act (FCRA) gives you specific rights when you are, or believe that you are, the victim of identity theft. Here is a brief summary of the rights designed to help you recover from identity theft.

1. You have the right to ask that nationwide consumer reporting agencies place “fraud alerts” in your file to let potential creditors and others know that you may be a victim of identity theft. A fraud alert can make it more difficult for someone to get credit in your name because it tells creditors to follow certain procedures to protect you. It also may delay your ability to obtain credit. You may place a fraud alert in your file by calling just one of the three nationwide consumer reporting agencies. As soon as that agency processes your fraud alert, it will notify the other two, which then also must place fraud alerts in your file.

   - Equifax: 1.888.766.0008; www.equifax.com
   - Experian: 1.888.397.3742; www.experian.com
   - TransUnion: 1.800.680.7289; www.transunion.com

   An initial fraud alert stays in your file for at least 90 days. An extended alert stays in your file for seven years. To place either of these alerts, a consumer reporting agency will require you to provide appropriate proof of your identity, which may include your Social Security number. If you ask for an extended alert, you will have to provide an identity theft report. An identity theft report includes a copy of a report you have filed with a federal, state, or local law enforcement agency, and additional information a consumer reporting agency may require you to submit. For more detailed information about the identity theft report, visit www.consumerfinance.gov/learnmore.

2. You have the right to free copies of the information in your file (your “file disclosure”). An initial fraud alert entitles you to a copy of all the information in your file at each of the three nationwide agencies, and an extended alert entitles you to two free file disclosures in a 12-month period following the placing of the alert. These additional disclosures may help you detect signs of fraud, for example, whether fraudulent accounts have been opened in your name or whether someone has reported a change in your address. Once a year, you also have the right to a free copy of the information in your file at any consumer reporting agency, if you believe it has inaccurate information due to fraud, such as identity theft. You also have the ability to obtain additional free file disclosures under other provisions of the FCRA. See www.consumerfinance.gov/learnmore.

3. You have the right to obtain documents relating to fraudulent transactions made or accounts opened using your personal information. A creditor or other business must give you copies of applications and other business records relating to transactions and accounts that resulted from the theft of your identity, if you ask for them in writing. A business may ask you for proof of your identity, a police report, and an affidavit before giving you the documents. It may also specify an address for you to send your request. Under certain circumstances, a business can refuse to provide you with these documents. See www.consumerfinance.gov/learnmore.

4. You have the right to obtain information from a debt collector. If you ask, a debt collector must provide you with certain information about the debt you believe was incurred in your name by an identity thief – like the name of the creditor and the amount of the debt.
5. If you believe information in your file results from identity theft, you have the right to ask that a consumer reporting agency block that information from your file. An identity thief may run up bills in your name and not pay them. Information about the unpaid bills may appear on your consumer report. Should you decide to ask a consumer reporting agency to block the reporting of this information, you must identify the information to block, and provide the consumer reporting agency with proof of your identity and a copy of your identity theft report. The consumer reporting agency can refuse or cancel your request for a block if, for example, you don’t provide the necessary documentation, or where the block results from an error or a material misrepresentation of fact made by you. If the agency declines or rescinds the block, it must notify you. Once a debt resulting from identity theft has been blocked, a person or business with notice of the block may not sell, transfer, or place the debt for collection.

6. You also may prevent businesses from reporting information about you to consumer reporting agencies if you believe the information is the result of identity theft. To do so, you must send your request to the address specified by the business that reports the information to the consumer reporting agency. The business will expect you to identify what information you do not want reported and to provide an identity theft report.

To learn more about identity theft and how to deal with its consequences, visit www.consumerfinance.gov/learnmore, or write to the Consumer Financial Protection Bureau. You may have additional rights under state law. For more information, contact your local consumer protection agency or your state Attorney General.

In addition to the new rights and procedures to help consumers deal with the effects of identity theft, the FCRA has many other important consumer protections. They are described in more detail at www.consumerfinance.gov/learnmore.

Disclosure Regarding Background Investigation

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Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.
Pittsburg State University (PSU) intends to obtain information about you for employment screening purposes from a consumer reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), PSU may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Validity Screening Solutions, PO Box 860443, Shawnee, KS 66286-0443, 866.915.0792, www.validityscreening.com. PSU agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out what is in the ICRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

“Proper Identification” includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

Notice Regarding Credit Checks:

Pursuant to Section 1024.5 of the California Labor Code, PSU informs you that it may obtain a credit report about you from the above named entity, because you are seeking to work in the following position:

☐ An employee covered by the executive exemption set forth in subparagraph (1) of paragraph (A) of Section 1 of Wage Order 4 of the Industrial Welfare Commission;
☐ A position in the state Department of Justice;
☐ A sworn peace officer or other law enforcement;
☐ A position for which the information contained in the report is required by law to be disclosed or obtained;
☐ A position that involves regular access to specified personal information for any purpose other than the routine solicitation and processing of credit card applications in a retail establishment, such as bank or credit card account information, social security number, or date of birth;
☐ A position which the person can enter into financial transactions on behalf of PSU;
☐ A position that involves access to confidential or proprietary information;
☐ A position that involves regular access to $10,000 or more of cash; or
☐ PSU will not obtain a consumer credit report on you.
NEW YORK CORRECTION LAW
ARTICLE 23-A
LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
(2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.
Unclassified Staff and Faculty Search Record
Please complete this form at the conclusion of the search process and return to Equal Opportunity.

Date: ______________________

Position: ____________________  Department: _______________________

Search Committee Chairperson: ______________________________________

Person Responsible for Hiring (Dean, Chair, or Director): _______________________

Total No. Applicants Screened: ______  Total No. Applicants Interviewed in Person: ______

Name of Person Hired: __________________________________

Advertisement Period:  Beginning: ______   Ending: ______

Places Advertised (List Publications):
____________________________________________________
____________________________________________________

For Equal Opportunity Use Only:

Position No: ____________________  Tracking No: _____________________

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<th>No. of Women Interviewed</th>
<th>Women Hired</th>
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# Applicant Matrix

Please list ALL Applicants

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<th>No.</th>
<th>First Name</th>
<th>Last Name</th>
<th>Phone Interview (Y/N)</th>
<th>Reference Calls (Y/N)</th>
<th>In-Person Interview (Y/N)</th>
<th>* Reason for Elimination or Other Outcome</th>
</tr>
</thead>
</table>

*Reasons for Elimination or Other Outcome (can use more than one number, if needed):

1. Does not meet minimum requirements.
2. Does not meet minimum educational requirement(s).
3. Does not meet minimum experience requirement(s).
4. Lacks teaching experience.
5. Lacks scholarly/publication/creative activity.
6. Lacks higher education experience.
7. Candidate withdrew from consideration.
8. Other candidate(s) more qualified.
9. Unsatisfactory references.
10. Unsatisfactory communication during interview.
11. Incomplete application.
12. Candidate declined position/offer.
14. Other

**If reason for elimination is 'Other", please specify reason below.

If additional space is needed, copy and paste this page.