

# STAFF INTERVIEWING FORM

Interviewing and Hiring Procedure:

- 1) Applicants interviewed must meet the minimum stated qualifications.
- 2) A minimum of three (3) candidates should be interviewed. Each candidate interviewed should complete the *Acknowledgement and Authorization Consumer Report Form*. This form provides authorization to The Citadel to complete a background check.
- 3) After completing the interview process, the following should be completed and forwarded to Human Resources: *Interviewing Form*, *Request to Fill Position*, and *Background Check Request*. The completed forms, candidate authorization forms, and any interview notes must be forwarded to Human Resources to approve selection and to ensure compliance with State guidelines and EEO/AA goals.
- 4) The Request to Fill Position form will be reviewed by the Classification/Compensation Manager for salary approval. An Employment Coordinator from Human Resources will make all job offers and negotiate salaries (EXCEPTION: FACULTY OFFERS, REFER TO POLICY). You will be notified once hiring action is complete.

Job Vacancy Number:	Department Name:	Today's Date:
Position Title:		Band:
Salary Range:	Minimum      Midpoint      Maximum	Interviewer's Name(s):
Applicant's Name	Date/Time of Interview	Comments by Interviewer(s)
Applicant selected for this position:		
Justification for selecting this individual:		
Second Choice Selection:		Third Choice Selection:
_____ Interviewer's Signature	_____ Department Head's Signature	_____ Employment Manager Signature



## ACKNOWLEDGEMENT AND AUTHORIZATION FOR CONSUMER REPORTS

In connection with your application for employment (including contract for services), with The Citadel, you understand that consumer reports or investigative consumer reports may be requested about you including information about your character, general reputation, personal characteristics, employment record, education, qualifications, criminal record, driving record, credentials, and/or credit and indebtedness, and may involve personal interviews with sources such as supervisors, friends, neighborhoods, associates, public record or various Federal, State, or Local agencies. A consumer report containing injury and/or medical information may be obtained after a tentative offer of employment has been made.

You hereby authorize the obtaining of such consumer reports and investigative consumer reports at any time after receipt of this authorization. By signing below, you hereby authorize, without reservation, any party or agency contacted by this employer, or the consumer reporting agency acting on behalf of the employer, to furnish the above mentioned reports at any time during your continued employment or contract for services. You also agree that a fax or photocopy of this authorization with your signature shall be accepted with the same authority as the original

**For California, Minnesota, or Oklahoma applicants only:** if you would like to receive a copy of the consumer report, if one is obtained, please check this box.

**For California applicants only:** if public record information is obtained without using a consumer reporting agency, you will be supplied a copy of the public record information unless you check this box waiving your right to obtain a copy of the report.

Printed Name:		Social Security Number:	
Maiden Name:		Birth Date:	
Current Address:			
Drivers License Number:		State:	
Special Certifications/Licenses (Please include number):			
Highest Degree Earned:	Name of Institution:	City, State:	Year completed:
Have you ever been convicted of anything other than a minor traffic violation? If yes, please explain:			
Signature:		Date:	

# THE CITADEL

## REQUEST FOR BACKGROUND CHECK

Requesting Department:	Request Date:
Candidate Name:	Vacancy Number:

### Levels of Investigation (please check one)

Note: At a minimum, Level III is required. Additional information is available in Levels I & II.

Level	Services Offered	Suggested Job Level
Level III	<ul style="list-style-type: none"> <li>▪ Federal, State, County Criminal Search</li> <li>▪ Social Security Verification</li> <li>▪ Driver License/History Check</li> <li>▪ Name and Address History</li> </ul>	Professional & technical positions, other general clerical, maintenance, and similar type jobs.
Level II	<ul style="list-style-type: none"> <li>▪ Federal, State, County Criminal Search</li> <li>▪ Social Security Verification</li> <li>▪ Driver License/History Check</li> <li>▪ Education Verification</li> <li>▪ Name and Address History</li> <li>▪ Professional Credentials Verification</li> </ul>	Management & supervisory classifications and other positions providing direct contact with students & minors.
Level I	<ul style="list-style-type: none"> <li>▪ Federal, State, County Criminal Search</li> <li>▪ Social Security Verification</li> <li>▪ Driver License/History Check</li> <li>▪ Education Verification</li> <li>▪ Professional/Personal References</li> <li>▪ Credit Check/Report</li> </ul>	Directors, department heads, upper management, and financially sensitive positions. Financially sensitive is defined as positions involved with handling of money or exercising financial discretion over large amounts of money.

<hr style="width: 80%; margin: 0 auto;"/> Interviewer's Signature	<hr style="width: 80%; margin: 0 auto;"/> Department Head's Signature	<hr style="width: 80%; margin: 0 auto;"/> Human Resources Manager
---	---	---