

THE CITADEL FACULTY RECRUITMENT REQUEST

I. REQUESTING DEPARTMENT

(The requesting department must attach an updated/ approved position description form)

Department	Position Number	Position Title	Work Hours
Last Incumbent	Date Vacated	Recruitment Period:	
		<input type="checkbox"/> 1 Week <input type="checkbox"/> 2 Weeks <input type="checkbox"/> 3 Weeks <input type="checkbox"/> 4 Weeks	
		Other: (Specify) _____	

Method of Advertising:	<input type="checkbox"/> On Campus Only (No Charge)	<input type="checkbox"/> Regular Distribution (No Charge)	
Select Publications:	Acct. # to be Charged: _____	Dates of Publication: _____	
<input type="checkbox"/> Post & Courier	<input type="checkbox"/> Chronicle of Higher Education	<input type="checkbox"/> Black Issues in Higher Education	
<input type="checkbox"/> NCAA News	<input type="checkbox"/> Women in Higher Education	<input type="checkbox"/> The Chronicle (SC African American Newspaper)	
<input type="checkbox"/> TROA	<input type="checkbox"/> Army/ Navy/ Air Force Times		
<input type="checkbox"/> Other: (Specify) _____			
Department Head	Date	Dean	Date
Provost	Date	EEO Officer	Date

II. BUDGET OFFICE

Position Funding: _____	Comments:
Budget Director	Date

III. HUMAN RESOURCES

FTE:	Verified Classification:	Job Announcement #:	Recruitment Period:
Pay Band:	Mid Point:	<u>Publication/ Date/ Cost:</u>	
Comments:		_____	

		Total Cost for Advertising: _____	
HR Manager	Date	Employment Manager	Date

FACULTY REFERENCE & BACKGROUND CHECK POLICY AND PROCEDURE

PURPOSE OF REFERENCE & BACKGROUND CHECKS

The Citadel believes that hiring qualified individuals to fill positions contributes to our overall strategic and academic success. Reference and background checks serve as an important part of the selection process at The Citadel. This type of information is collected as a means of promoting a safe work environment for current and future Citadel employees. Reference and background checks also help The Citadel obtain additional applicant related information that helps determine the applicant's overall employability and ensures the protection of current employees, property, and information of the organization.

POLICY AND PROCEDURES

All applicants for faculty and academic positions must complete the faculty employment application. Additionally, The Citadel encourages applicants to complete the Application Information Survey for reporting requirements. Prior to conducting interviews, the selection committee must meet with the EEO Director to discuss the department's EEO goals. Applicants interviewed must meet the minimum stated qualifications and must have completed a faculty employment application along with the Consumer Reports Authorization form. This authorization gives The Citadel permission to proceed with the background check process for the selected candidate. Once the final candidate is selected and approved, Human Resources will initiate the background check process. Human Resources will give the Provost a copy of the completed background check for review of the results and final approval of the applicant.

COMPLIANCE GUIDELINES

Human Resources will ensure that all background checks are held in compliance with all federal and state statutes.

Prior Employment: The Americans with Disabilities Act prohibits organizations from collecting non job-related information from previous employers or other sources. Therefore, the only information that can be collected is that pertaining to the quality and quantity of the work performed by the applicant, the applicant's attendance record, education, and other issues that can impact the workplace.

Criminal Record: In compliance with Title VII of the Civil Rights Act of 1964, this information should not be used as a basis for denying employment, unless it is determined that the information relates to the duties and responsibilities of the relevant position.

RECORDKEEPING

The Citadel guarantees that all information obtained from the reference and background check process will only be used as part of the employment process and kept strictly confidential. Human Resources will maintain a log that will include the applicant's name, position applied for, date of the background check, and the background check result (i.e. clear or negative). Only appropriate Human Resource personnel at The Citadel will have access to this information.

THE CITADEL

ACKNOWLEDGEMENT AND AUTHORIZATION FOR CONSUMER REPORTS

* The Citadel will run the following Investigative/Consumer Reports for all Faculty positions. The Citadel reserves the right to any additional investigative/consumer reports and will contact the individual if any additional investigation is required.

Faculty Check	<ul style="list-style-type: none">▪ Criminal Search includes a criminal search within the fifty states, the National Sex Offender Registry and fifteen National/International Security Sources.▪ Social Security Verification and Address History Check▪ State Motor Vehicle Record Check
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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:	SSN:
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Maiden Name:	Birth Date:
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Drivers License (Number and State):

Current Home Address:

Highest Degree Earned:	Name of Institution:	City, State:	Year completed:
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Have you ever been convicted of anything other than a minor traffic violation? If yes, please explain:
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Special Certifications/Licenses (Please include number):
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Signature:	Date:
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_____ Signature	
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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
Faculty	<ul style="list-style-type: none"> ▪ Federal, State, County Criminal Search ▪ Social Security Verification and Address History Check ▪ State Motor Vehicle Record Check 	All Faculty positions
Level III	<ul style="list-style-type: none"> ▪ Federal, State, County Criminal Search ▪ Social Security Verification ▪ Driver License/History Check ▪ Name and Address History 	Professional & technical positions, other general clerical, maintenance, and similar type jobs.
Level II	<ul style="list-style-type: none"> ▪ Federal, State, County Criminal Search ▪ Social Security Verification ▪ Driver License/History Check ▪ Education Verification ▪ Name and Address History ▪ Professional Credentials Verification 	Management & supervisory classifications and other positions providing direct contact with students & minors.
Level I	<ul style="list-style-type: none"> ▪ Federal, State, County Criminal Search ▪ Social Security Verification ▪ Driver License/History Check ▪ Education Verification ▪ Professional/Personal References ▪ Credit Check 	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.

_____ Interviewer's Signature	_____ Department Head's Signature	_____ Human Resources Manager
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FACULTY INTERVIEWING FORM

Interviewing and Hiring Procedure:

- 1) Prior to conduction interviews, meet with the EEO Director to discuss your department's EEO goals.
- 2) Applicants interviewed must meet the minimum stated qualifications and must have completed a faculty employment application.
- 3) A minimum of three candidates should be interviewed. As part of the evaluation process, the hiring department may pursue additional research through publicly available resources.
- 4) After completion of interviews the following items need to be completed and sent to Human Resources: Interviewing form, Request for Background Check form, signed "Acknowledgement and Authorization for Consumer Reports" forms for each interviewed candidate.
- 5) Human Resources will initiate a background check for the selected candidate.
- 6) The completed background check will be forwarded to the Provost for final approval. Formal job offers for all faculty positions will come from the Provost and Dean of College, who is responsible for approving the employment offers. Once offer is accepted, each department is responsible for entering the Request to Fill via One-Stop.

Job Vacancy Number:	Department Name:	Today's Date:
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Position Title:	Position #:
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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:
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_____ Interviewer's Signature	_____ Department Head's Signature	_____ Employment Manager Signature
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