



Pittsburg State University

Institutional Equity

SEARCH COMMITTEE GUIDE

Unclassified Staff and Faculty

January 2018

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INTRODUCTION

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, color, religion, sex, national origin, sexual orientation, age, marital status, ancestry, genetic information, disabilities 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 Institutional Equity before an offer of employment is extended.

The Director of Institutional Equity 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, religion, sex, national origin, sexual orientation, age, marital status, ancestry, genetic information, or disabilities. The following person has been designated to address inquiries regarding the nondiscrimination policies: Director of Institutional Equity/Title IX Coordinator, 218 Russ Hall, 1701 S. Broadway, Pittsburg, KS 66762-7528, 620-235-4189, equity@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.
- 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.
- Consult sources like the Minority & Women Doctoral Directory, <http://www.minoritypostdoc.org/view/recruiting.html>, for contact information of potential diverse applicants.

Possibilities for Diverse Advertising:

Hispanic Outlook in Higher Education
Association for Women in Science
National Society of Black Engineers
Women in Higher Education
Diversity Issues in Higher Education
Insight into Diversity
Saludos Hispanos
Historically Black College & University Career Center
American Association of University Women
Native American Times
Women in Technology and Industry

<http://www.hispanicoutlook.com/>
<http://www.awis.org/>
<http://www.nsbe.org/home.aspx>
<http://www.wihe.com/>
<http://www.diverseeducation.com/>
<http://www.insightintodiversity.com/>
<http://www.saludos.com/>
<http://thehbcucareercenter.com/>
<http://www.aauw.org>
<http://www.nativetimes.com/>
<http://www.witi.com/>

OVERVIEW AND CHECKLIST OF THE SEARCH PROCESS

The Overview and Checklist of the Search Process is a step-by-step guide for the searching and hiring of new PSU employees. Please use this Overview and Checklist to ensure all steps of the search process are completed. The Search Committee Guide and search-related documents may be found on the Institutional Equity website at www.pittstate.edu/office/eoaa/unclassified-search-process.dot.

<p>STEP 1</p> <p>Begin the Search</p>	<ul style="list-style-type: none"> ✓ Hiring department obtains permission to begin search from appropriate administrator (president, vice president, dean). ✓ Hiring department contacts Institutional Equity (IE) 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). IE 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: <ul style="list-style-type: none"> ○ 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. IE 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. ✓ <u>Applications are received only through online submission.</u> ✓ Invite IE to meet with search committee before applicant screening begins.
<p>STEP 2</p> <p>Screen and Recommend for Interview</p>	<ul style="list-style-type: none"> ✓ 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 IE web site. Insert search position title on all forms. Evaluative forms include: <ul style="list-style-type: none"> ○ 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 IE. 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. ✓ After first consideration date, screen applications based upon requirements in position description. ✓ Send to IE the Screening Committee Initial Summary of All Candidates spreadsheet. ✓ Recommend to hiring administrator top candidates for phone interviews.
<p>STEP 3</p> <p>Interview and Recommend Top Candidates</p>	<ul style="list-style-type: none"> ✓ Schedule and conduct phone interviews. All committee members should be present during phone interviews. ✓ Send to IE 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 IE 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 IE the Screening Committee Summary of On-Campus Interviews spreadsheet (optional).
<p>STEP 4</p> <p>Close Out the Search</p>	<ul style="list-style-type: none"> ✓ 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. Ensure that the recruitment process moves forward in a timely manner.
4. Ensure that all individuals involved in the recruitment process follow University policies and procedures, along with school/college guidelines and departmental policies.
5. Examine the department's underrepresented group members. If underutilization exists, develop outreach efforts to target underrepresented group members.
6. Provide a copy of the *Overview and Checklist of the Search Process* to search committee members.
7. Ensure confidentiality is understood and maintained.
8. Ensure consistency and equity throughout the search process.
9. Send letters or emails to unsuccessful candidates.
10. 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 behavioral or situational questions.

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.

SUBJECT	PERMISSIBLE INQUIRIES	INQUIRIES TO AVOID
ADDRESS	Although some inquiries might be permissible, this information has no relevance on the applicants' ability to perform the job.	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.
AGE	Inquiry about the applicant's meeting the minimum legal age.	Verification of age may ONLY be required after hiring.
CITIZENSHIP AND BIRTHPLACE	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.	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.
CONVICTIONS	Although some inquiries might be permissible, this is unnecessary since PSU has a pre-employment background check policy.	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.
DISABILITIES	Inquiry into whether the applicant is able to perform the essential functions of the position with or without reasonable accommodation.	Inquiries that solicit information about a disability or association with a person with a disability.
EDUCATION	Inquiry about academic, vocational, or professional schools attended. Inquiry into language skills only if applicable to job duties.	Inquiry about the nationality, racial or religious composition of a school the applicant has attended.
MARITAL AND FAMILY STATUS	Inquiry about an applicant's ability to meet specified work schedules and/or ability to travel. Ask both genders.	Inquiry that indicates applicant's marital status, number and age of children or pregnancy
MILITARY	Inquiry about type of education and experience in service as it relates to a particular job.	Inquiry about the type of discharge or registration status.
NATIONAL ORIGIN	Inquiry about languages applicant reads, speaks or writes; only if applicable to job duties.	Inquiry about applicant's lineage, ancestry, national origin, descent, birthplace, or native language; about national origin or applicant's parents or spouse.
ORGANIZATIONS	Inquiry about professional organizations related to the position.	Inquiry about organizations that suggests race, sex, religion, national origin, disability or sexual orientation.
RACE, COLOR OR ETHNICITY	NONE	Inquiries that might indicate race, ethnicity or color.
REFERENCES	Although permissible, unnecessary since this information is provided with their application.	Requirement that a reference be supplied by a particular individual, other than a current supervisor.
RELIGION	Inquiry about an applicant's ability to meet specified work schedules and/or ability to travel.	Any inquiry that would disclose religious practices or customs.
SEXUAL ORIENTATION	NONE	Inquiry that would require disclosure of sexual orientation, gender identity or gender expression.

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 as well as the criminal and sex offender checks.
- Upon satisfactory background checks, an offer of employment may be extended.

RECORDKEEPING

Several federal agencies require the University to keep records regarding hiring. Additionally, it is necessary to have 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 Office of Institutional Equity.

- 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 per immigration regulations. After such time, the records may be destroyed.
- Documents (hard copy and/or electronic copy) 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 align with the position. 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 on the Institutional Equity website
<http://pittstate.edu/office/eoaa/unclassified-search-process.dot>

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SAMPLE -- SCREENING COMMITTEE INITIAL SUMMARY OF ALL APPLICANTS
(Insert Corresponding Search Position Title)

Applicant Last Name	Applicant First Name	* J.A.	*C.J.	*R.S.	*B.W.	*S.E.	Totals
Bear	Yogi	3.0	2.5	3.5	3.0	3.0	15.0
Bird	Tweedy	3.0	3.0	3.5	2.0	2.5	14.0
Bunny	Bugs	3.5	3.5	2.5	3.0	3.0	15.5
Flintstone	Pebbles	3.0	2.5	2.5	3.0	3.0	14.0
Mouse	Minnie	4.0	4.5	5.0	4.5	3.5	21.5
Oyl	Olive	4.0	3.0	3.5	3.0	3.5	17.0
Racer	Speed	3.5	4.0	3.5	3.5	3.5	18.0

*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).

SAMPLE

Committee Chair: _____
 Print Name Signature

Date: _____

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)

Candidate Last Name	Candidate First Name	* J.A.	*C.J.	*R.S.	*B.W.	*S.E.	Totals
Bear	Yogi	3.0	2.5	2.0	2.5	2.0	12.0
Bunny	Bugs	3.0	3.5	3.0	2.5	2.5	14.5
Mouse	Minnie	3.5	2.5	3.0	2.0	2.5	13.5
Oyl	Olive	4.0	3.5	4.0	4.5	3.5	19.5
Racer	Speed	4.0	4.0	4.5	3.5	3.0	19.0

*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: _____

SAMPLE

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.

Dimensions	Excellent 5	Above Average 4	Average 3	Below Average 2	Poor 1
Educational Background					
Administrative Experience					
Program Development					
Budget Administration					
Faculty Hiring and Development					
Teamwork Skills					
Accreditation Experience					
Information Technology Experience					

Total: _____

Comments: _____

Reviewer: _____
 Print Name Signature

Date: _____



PITTSBURG STATE UNIVERSITY
DISCLOSURE AND AUTHORIZATION
Regarding Procurement of a Consumer Report

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 from a third party consumer reporting agency for employment purposes. 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 verification, 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 run 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 25406, Overland Park, KS 66225-5406, 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 throughout the course of your employment to the extent permitted by law.

Print Full Name

Date

Applicant Signature



PITTSBURG STATE UNIVERSITY
DISCLOSURE AND AUTHORIZATION
Regarding Procurement of a Consumer Report

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the separate document Disclosure Regarding Background Investigations and A Summary of Your Rights Under the Fair Credit Reporting Act (please keep this document) 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.

Form containing sections for New York applicants only, Washington State applicants only, Minnesota and Oklahoma applicants only, and California applicants only. Includes checkboxes for email address and a link to the privacy policy.

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

Date

Applicant Signature

PITTSBURG STATE UNIVERSITY
DISCLOSURE AND AUTHORIZATION FORM

Please Type or Print Clearly

Last Name: _____ First Name: _____ Middle _____

Other/Former Names _____ PSU ID Number (if applicable) _____

Social Security Number* _____ - _____ - _____ Date of Birth* _____ Month _____ Day _____ Year

Current Address _____

City _____ State _____ Zip Code _____

County _____ Phone Number _____

Primary 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. Your 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.

Where to send your completed form:

University Support Staff Positions: Human Resource Services, 204 Russ Hall, or fax to 620-235-6002, or scan and email to payroll@pittstate.edu. Contact 620-235-4191 if you have any questions.

Unclassified Staff, Faculty and Graduate Assistant Positions: Office of Institutional Equity, 218 Russ Hall, or fax to 620-235-4190, or scan and email to eoaa@pittstate.edu. Contact 620-235-4185 if you have any questions.

Student Employee Positions: Career Services, 202 Horace Mann, or fax to 620-235-4008, or scan and email to careers@pittstate.edu. Contact 620-235-4143 if you have any questions.

HRS AND EO USE ONLY

Department Name: _____ Position: _____

Criminal Check

Date sent: _____

Date received back: _____

Results

- Clear
 Hold- Committee Meeting

Pre-Ad Notice Date: _____

- Hire
 Not Hire

Ad Notice Date: _____

Fiduciary Check

Date sent: _____

Date received back: _____

Results

- Clear
 Hold- Committee Meeting

Pre-Ad Notice Date: _____

- Hire
 Not Hire

Ad Notice Date: _____

Sex Offender Registry Only

Date completed: _____

Results

- Clear
 Hold- Committee Meeting

Pre-Ad Notice Date: _____

- Hire
 Not Hire

Ad Notice Date: _____

CONTACTED DEPARTMENT: _____

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, D.C. 20006.

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:

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

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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 identify 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.

SAMPLE

Unclassified Staff and Faculty Search Record

Please complete this form at the conclusion of the search process and return to Institutional Equity.

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): _____

SAMPLE

For Institutional Equity Use Only:

Position No: _____

Tracking No: _____

No. of Women Screened _____

No. of Women Interviewed _____

Woman Hired Yes _____ No _____

No. Of Minorities Screened _____

No. of Minorities Interviewed _____

Minority Hired Yes _____ No _____

No. Unknown _____

No. of Unknown _____

Unknown _____

