

Candidate Interviews

Information for Scheduling Interviews:

We would prefer if all requests for interviews come through the Basecamp project titled Candidate Interviews. Please be sure to check off Laurel and Melissa when posting in Basecamp. Please do not email/call the deans or the Dean's Office admins individually to schedule interviews. All interviews must be 45 minutes long.

Folders including CV, cover letter, and itinerary for each candidate should be sent up a minimum of four business days prior to the first candidate's campus visit. Please create a folder for each candidate labelled with their name, department, date, and time of visit. Please have the itinerary stapled on the outside of the folder. The position the person is interviewing for should be on the itinerary. The folders should be sent to the attention of Laurel and Melissa.

Dean's office will put confirmed appointments in yellow text document in Basecamp.

Reimbursement for Candidate Meals:

Please complete the KSURSF form and submit in one pdf to hssdean@kennesaw.edu with a copy of the **itemized receipt**, candidate itineraries, and list of attendees. Please make sure the position the candidate is interviewing for is listed on the itinerary. The maximum allowed amount for dinners is \$125 per dinner.

If the faculty member has not been paid yet through KSURSF, they will also need to complete a KSURSF Vendor Registration form (Not the same as the KSU Supplier Authorization Form). The completed KSURSF Vendor Registration form should be hand-delivered to our office as they cannot be sent through email and we will fax to KSURSF.

The Dean's office will process the KSURSF form once signed by the Dean and will pick up the checks for faculty from KSURSF. Please expect payment to take at least 3 weeks from the time you submit. The Dean's office will contact admins to pick up checks for their department.

KSURSF Payment Request Form and KSURSF Vendor Registration Form:
<http://research.kennesaw.edu/ksursf/forms.php>

Meal Cards for The Commons

For meal card requests to use The Commons, please submit the request **at least 3 business days** prior to the date you need the card so we have an adequate amount of time to purchase the card for your use. Please make sure the position the candidate is interviewing for is on the itinerary.

Meal card request form:
http://hss.kennesaw.edu/resources/meal-card-request-form_candidates/

Candidate Reimbursement

1. Fill out supplier form and fax to Shared Services at 478-240-6414.
 - a. Form can be found here: <http://fiscalservices.kennesaw.edu/accounting/vendors-suppliers/vendor-registration.php>
2. Once they are set up as a supplier, please fill out the Travel Statement form, found on the HSS Website: <http://hss.kennesaw.edu/resources/travel/>
 - a. Trip Name/Destination: Kennesaw, GA (insert travel dates)
 - b. PLEASE make sure their address is accurate. This is where their reimbursement check will go.
 - c. Type of Trip: In-State (they are traveling TO Kennesaw)
 - d. Define Travel: **Non-Employee Domestic**
 - e. If you do not know their vendor number, don't worry. Just make sure they are set up in the system. I always double check this number.
 - f. Speed Chart: 42204 (The Dean pays for candidate travel)
 - g. Purpose of Trip: On Campus Interview (insert Department/position here)
3. Airfare:
 - a. A detailed receipt showing the flight class (Coach or Economy) is required. They MUST select the most economical airfare.
 - b. A receipt showing the method of payment is required. Must be a credit card and not points paying for the airfare. We do not reimburse airline points.
4. Ground Transportation:
 - a. Candidates should NOT be renting vehicles. They should be using shuttles, taxis, or Uber/Lyft. If a faculty member from your department wants to pick them up from the airport that is fine. Their mileage must go through Concur, using the Dean's budget for reimbursement.
5. Hotel:
 - a. AirBNB or other "residential" lodging options are **NOT** reimbursable.
 - b. Candidates may pay out-of-pocket and get reimbursed.

- c. It is NOT required to use a credit card to hold a room for a candidate. Just simply tell them that you are with KSU and would like to direct bill.
 - i. Do NOT use your P Card to hold a room for a candidate.

 - d. Springhill Suites:
 - i. Now owned by Ashford, new vendor # S0000000027
 - ii. Adam Vickers: General Manager
 - 1. Adamvickers@remingtonhotels.com
 - 2. 770-218-5550

 - e. Embassy Suites:
 - i. Robyn Folster: Sales Manager
 - 1. Robyn.Folster@hilton.com
 - 2. 770-659-6106

 - f. Marietta Campus Hotel information: TBA
6. Per Diem
- a. We reimburse any meal that was not provided by the hotel or search committee.
 - b. Per diem for Kennesaw is \$36 per day, this is the per diem for ALL candidates. The per diem is not based on where they live.
 - c. They are only eligible for 100% of the \$36 per diem on the first and last day of travel, no longer 75%
7. Once the form is completely filled out and receipts are attached the candidate must SIGN the form.
8. Bring the signed and completed form to me. I will then request the Dean's signature, review, sign, and submit to Travel.
9. When submitting to Travel, I will CC the Admin to the email submission.