

Recruitment Guidelines

Employment Policies

Approved: 06/24/2009

Recruitment expenses are to be charged to the recruitment budget (COLREC) with approval through the Vice President for the respective area involved. Charges to individual budgets in an effort to exceed the recruitment guidelines are discouraged.

Advertising normally should be limited to two to three publications. Effort should be made to achieve the maximum exposure for the least available cost.

Refreshments for Search Committee purposes should be limited to beverages. Meal expenses for Search Committees are not included.

Increased use of telephone interviewing and in-depth reference checking are encouraged. The objective is to limit final campus interviews to three top candidates.

Once top three candidates are identified, please contact the Human Resources Department who will send benefits information, including the reimbursement form, to the candidate, prior to their campus interview.

In order to limit expenses for candidate airfare, reservation should include the lowest available fare. A minimum of a 7-day advance ticket purchase is required. Failure to purchase at least a 7-day advance ticket will result in the recruiting department being responsible for the difference in the costs of the tickets. Reservations shall be made through a travel agent as designated through the Department of Human Resources. Search Committees should include this objective in the planning for recruitment deadlines.

For travel and hotel accommodations, if both airline and hotel accommodation arrangements are needed, contact the designated travel agent, who will verify payment through Human Resources. If only hotel accommodations are needed, contact Human Resources at extension 4587 to make reservations.

Vehicle rental for candidates is not available or reimbursable. Staff members are encouraged to assist with transportation of candidates with reimbursement at the rate of three cents below the federal reimbursement rate. This is consistent with the policy adopted by the State of Missouri.

Reimbursement will occur only for travel within the continental United States. Travel funding for international candidates will be from the first port of entry into the United States to Kansas City.

All recruiting related reimbursement expenses (for employees or candidates) must be submitted on a Candidate and/or Employee Reimbursement Form with all signatures completed before payment will be issued.

During final candidate visits, luncheons and/or dinners normally are limited to the candidate and one staff person. Normally if the candidate incurs an overnight stay, two (2) meals will be covered. If the candidate does not have an overnight stay, then one (1) meal will be covered. In

order to accommodate department recruiting needs, we encourage the use of a University issued Procurement Card for candidate related meal expenses for members of search committees who will be actively involved in the recruiting process (via meals). The procurement card logs using the Recruiting budget will be signed in Human Resources before being turned into Accounting Services. Small local purchase orders (obtained only from human resources) may be used in absence of the procurement card.

Moving expenses reimbursement will be limited to President, Vice President, and Dean Positions.

Exceptions to this policy must be approved by the President.

PLEASE BE SURE TO CODE THE AFFIRMATIVE ACTION CARDS BY USING THE ASSIGNED TRACKING NUMBER ISSUED BY THE HUMAN RESOURCES DEPARTMENT OR BY USING THE NAME OF THE POSITION. (June 2002)