

GUIDELINES FOR BRINGING A CANDIDATE TO CAMPUS FOR INTERVIEW

NOTE:

Please share this information with Search Committee members if they will be involved with candidate travel arrangements.

Human Resources will provide resources for no more than three (3) candidates for interview. If you wish to interview more than three (3) candidates and have the financial resources to do so, please check with Human Resources, Ext. 7133.

Inform candidate(s) that they are to pay for all expenses. Instruct candidate(s) to keep their receipts to submit for reimbursement of their expenses for travel, meals, and lodging. Reimbursements of travel expenses are for candidates only; travel expenses for guests are not provided, except for meals provided by the search committee as noted below. Candidate(s) are restricted to the YSU Travel Guidelines with regard to reimbursement of expenses according to the limits listed on the YSU Reimbursement Voucher, except when the search committee extends hospitality to the candidate and his/her guest.

Limitations on Search Committee Hospitality:

The University will provide meal expenses to search committee members (up to two YSU staff members) and the candidate(s), including his/her guest. Committee members must follow the business-related expense guidelines with respect to submitting reasonable travel, food and entertainment expenses incurred. Staff members seeking reimbursement for search committee meals from the Candidate Reimbursement Account #4120 will submit a YSU Travel Authorization Request form with the Documentation of Meals Without an Overnight Stay form, as well as receipts.

Discuss travel dates and plans with candidate(s) and then, **before making any travel arrangements**, department should:

- Contact Pan Atlas Travel, Ext. 2391, located in Kilcawley Center.
- Request the *most economical* travel arrangements, taking advantage of any available discounts (e.g., Saturday stay-over, mid-week flight, etc.).
- Call Human Resources (Ext. 7133) with estimates for the travel, etc. for each candidate and to discuss available budget monies.

Once the travel arrangements are chosen, inform the candidate(s) and ask that they call Pan Atlas Travel at (330) 941-2391 to give their credit card number to confirm the arrangements.

In order for your candidate to receive reimbursement of travel expenses, at the completion of the trip the candidate will need to mail the following items to the Chairperson:

- (1) the passenger receipt copy (the last [cardstock] copy of their airline ticket),
- (2) a copy of the itinerary for the flight,
- (3) all other receipts for lodging, meals, etc.

YSU Reimbursement Voucher - Candidates for Employment

(with receipts attached)Department Chair sends to Human Resources

Once a candidate is selected, please complete:

YSU Affirmative Action Appointment

Recommendation.....Send to Office of Equal Opportunity & Diversity

YSU Appointment Recommendation (with attachments, as noted in Section 13 on the form).....Send to Dean/Executive Director for approval