



TO: Hiring Managers of Classified Employees (permanent or temporary)
FROM: Kathy Fortune, Human Resource Management Office
RE: Classified Employee Recruitment Checklist

This checklist mirrors the Pre-Employment Background Screening Procedures and highlights the steps. Please check off each step once completed or confirmed with me. If you are filling a permanent position, eligible applicants' resumes and/or applications will be provided to you for review after the posting and/or canvass deadline. If you have any questions, please contact me at 878-3042.

1. **Interview Applicants**
Contact eligible applicants to schedule an interview. Provide each applicant with an **Interview Guide Form**.

If interviewing **external applicants** (not currently employed at SUNY Buffalo State), discuss the College's Pre-Employment Background Screening Policy and Authorization Release Form. Please ask each external applicant to review the policy, complete an **Employment Application** (if they have not yet done so) and an **Authorization Release for Pre-Employment Background Investigation Form**. Failure of an external applicant to sign the Authorization Release Form will disqualify the applicant from further consideration for appointment.

For Competitive Class positions, outcomes of any background investigation will not affect any applicant on a Civil Service list; they will remain on our canvass list unless they request to be removed. However, we may choose to observe the right to not select an applicant from the pool of eligible applicants based on our Pre-Employment Background Screening Policy.

If you are not interviewing external applicants, proceed to the next step.

2. **Forward completed Authorization Release Forms to HRM**
If you interviewed external applicants, promptly forward completed Authorization Release Forms and employment applications (where applicable) to HRM in a confidential envelope. This can be done either by the applicant directly, or if more convenient, by the Department Head/Chair.

If you did not interview external applicants, proceed to the next step.

3. **Interviews Completed and Contingent Verbal Offer Extended**
Once all the interviews are complete and you have identified a final applicant, contact Human Resource Management (HRM).

If the final applicant is an external applicant (not currently employed at SUNY Buffalo State), HRM will extend an offer contingent upon the positive outcome of the background investigation.

If the final applicant is a SUNY Buffalo State employee, no background investigation is required and HRM will extend an offer.

4. **Contingent Verbal Offer Accepted**
HRM confirms with the Department Head/Chair an employment offer has been extended and accepted. If the final applicant is an external applicant, confirm the applicant's completed Authorization Release Form was received by HRM, and HRM will initiate a background investigation request for the applicant with the vendor. HRM will e-mail the Department Head/Chair or hiring



manager, with a copy to the Dean/Director/AVP and Provost/VP/CIO offices, of whether we may proceed with routing an Appointment Form for the selected applicant. Most background investigations are completed in approximately 24-48 hours. Length of time depends upon a timely response from the applicant to the vendor's e-mail.

5. ***Classified Appointment Form or Current Employee Change Form Initiated and Routed***
If the background investigation outcome was positive or the final applicant was not an external applicant, HRM will initiate the official offer letter and Appointment Form or Current Employee Change Form.

Note, as hiring manager, you are recommending the applicant for the position. The official offer letter will come from HRM and the Appointment Form or Current Employee Change Form must be approved by the senior administrator authorized to make personnel appointments.

6. ***Applicants Not Selected***
For permanent positions, inform HRM of the applicants interviewed and not selected and HRM will follow up with each applicant.

For temporary positions, the Department Head/Chair will follow up with each applicant interviewed and not selected.

Forms and Resources:

The following forms are available at <http://hr.buffalostate.edu/pre-employment-background-screening>:

- a. Employment Application
- b. Authorization Release for Pre-Employment Background Investigation Form
- c. Pre-Employment Background Screening Policy
- d. Pre-Employment Background Screening Procedures
- e. Interview Guide Form
- f. Interviewing Check Sheet: <https://www.cs.ny.gov/pio/interviewguide/cksheet.cfm>
- g. How to Conduct a Job Interview: <https://www.cs.ny.gov/pio/interviewguide/index.cfm>
- h. Sample Interviewing Questions: <https://www.cs.ny.gov/pio/interviewguide/samplequestions.cfm>