

Adopted 2001

TO: Hiring Officers

In order to ensure that the University of Nebraska-Lincoln is effectively screening persons who are hired as tenured faculty or line administrators reporting directly to the chancellor or a vice chancellor on campus, the following must be finalized prior to any verbal or written offer being extended to any candidate. Please be reminded of the Board of Regents Equal Opportunity Policy in seeking information about applicants. That is, none of the following may be considered as negative factors in evaluating a candidate's qualifications: race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, or political affiliation.

**CREDENTIALS:**

Has the candidate's highest degree been confirmed by a telephone call to the registrar at the candidate's alma mater?

Telephone call made by \_\_\_\_\_ on \_\_\_\_\_ .

Degree confirmed \_\_\_\_\_ Date of degree \_\_\_\_\_.

**REFERENCES:**

Have the candidate's references been asked the following question?

To your knowledge, has \_\_\_\_\_ engaged in behavior in the past that, if repeated as an employee of the University of Nebraska, could lead to possible disciplinary action or seriously jeopardize his/her ability to successfully carry out the responsibilities of the position of \_\_\_\_\_ . If yes, please give details.

List the names of all references of whom the question was asked, the date, the UNL employee making the call, and the answer:

Caller: \_\_\_\_\_

Reference: \_\_\_\_\_

Date: \_\_\_\_\_

Specific Answers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**CANDIDATE INTERVIEW:**

(Prior to making an offer to any candidate, every candidate interviewed must be asked the following question.)

Have you engaged in behaviors in the past that, if repeated as an employee of the University of Nebraska could lead to possible disciplinary action or jeopardize your ability to perform duties as \_\_\_\_\_ (insert position title) for the University? If yes, please give details as follows.

Who asked the question? \_\_\_\_\_

When was the question asked? \_\_\_\_\_

What was the candidate's specific answer? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

In addition, a WESTLAW search must be conducted to learn if news reports of adverse legal action involving the candidate have been made. The Director of the Law College Library can assist in this process. A member of the search committee should be present while the search is being conducted to insure the most effective feedback is obtained.

Date the WESTLAW search was conducted: \_\_\_\_\_

Who initiated the search? \_\_\_\_\_

What news reports pertaining to the candidate were discovered? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Finally, this completed form must be forwarded to the next administrative level before an offer will be approved.

While it is unfortunate that the current circumstances in which universities find themselves require that we conduct such investigations, no appointments of candidates for tenured faculty or line administrators reporting directly to the chancellor or a vice chancellor will be approved without completion of this report.

Sincerely,

Harvey Perlman  
Chancellor