

## 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 Sarah 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 Sarah and Melissa or CHSS Dean's Office.

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

### Reimbursement for Candidate Meals:

Please submit in one pdf to [chssdean@kennesaw.edu](mailto:chssdean@kennesaw.edu) 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 for faculty searches. The Dean's office will reimburse for one dinner. For Chair searches, the maximum allowed is \$150 and the Dean's office will reimburse for two dinners.

The Dean's office will contact you if additional forms are required. Please expect payment to take at least 3 weeks from the time you submit.

### Meal Cards for The Commons for lunches with candidates

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. Please indicate the exact number of meals you require as we have to pay for these in advance.

Meal card request form:

<https://chss.kennesaw.edu/docs/faculty-staff/meal-card-request-form.pdf>

## 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/> under “Travel Forms”
  - 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.
    - i. Southwest: *Wanna Get Away* is equivalent to economy
  - b. A receipt showing the method of payment is required. Must be a credit card (not points) paying for the airfare. We do **not** reimburse airline points.
4. Ground Transportation:
  - a. Candidates should **NOT** be renting vehicles.
  - b. Reliable Limousine:
    - i. (678) 860-4898
  - c. Bridgeport: Patrick Nwanze,
    - i. [Patrick@bridgeportlimo.com](mailto:Patrick@bridgeportlimo.com)
    - ii. 770.572.7120
  - d. Taxis or Uber/Lyft

- e. If a faculty member from your department wants to pick them up/drop off from the airport that is fine. Their mileage must go through Concur, using the Dean's budget for reimbursement. They need to include the candidate's schedule.

5. Hotel:

- a. AirBNB or other "residential" lodging options are **NOT** reimbursable.
- b. 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.
- c. Candidates may pay out-of-pocket and get reimbursed.
- d. Make sure you or the candidate request the KSU discount**
- e. Local candidates CANNOT request reimbursement for hotel. For more information, contact the Travel Department at x4394**

*If Springhill is not available,  
contact ASHLEE CLARK before  
booking another hotel.*

- 1. Springhill Suites: \$127 per night (preferred hotel)
  - a. Vendor # 0000016744
  - b. Barbu Kessee: General Manager
    - i. [barbukessee@remingtonhotels.com](mailto:barbukessee@remingtonhotels.com)
    - ii. 770-218-5550
- 2. Hampton Inn by Hilton on Busbee: \$124 per night
  - a. Please note that they specifically requested to only receive reservations through email:
    - i. Crystal Taylor [crystal.taylor@hilton.com](mailto:crystal.taylor@hilton.com)
- 3. Embassy Suites: rate varies, starts at \$149 per night
  - a. Robyn Folster: Sales Manager
    - i. [Robyn.Folster@hilton.com](mailto:Robyn.Folster@hilton.com)
    - ii. 770-659-6106
- 4. Marriott Residence Inn: \$129 per night
  - a. 3443 Busbee Drive Kennesaw, GA 30144
  - b. Dominique Siler: Account Executive
    - i. 678-951-2649
    - ii. [Dominique.siler@marriott.com](mailto:Dominique.siler@marriott.com)

6. Per Diem:
  - a. ***We reimburse any meal that was not provided by the hotel or search committee.***
    - i. 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, but where they're traveling to.
  - b. They are 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 (including schedule) 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.

If you have any questions, please contact Ashlee Clark at [aclark92@kennesaw.edu](mailto:aclark92@kennesaw.edu) or x7798.