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 Laurel 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 Laurel and Melissa.

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

Reimbursement for Candidate Meals:

Please complete the KSURSF form and submit in one pdf to chssdean@kennesaw.edu with 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. The Dean’s office will pay for one dinner.

If the faculty member has not been paid yet through KSURSF, they will also need to complete a KSURSF Vendor Registration form (Not the same as the KSU Supplier Authorization Form). The completed KSURSF Vendor Registration form should be hand-delivered to our office as they cannot be sent through email and we will fax to KSURSF along with reimbursement request.

The Dean's office will process the KSURSF form once signed by the Dean. Please expect payment to take at least 3 weeks from the time you submit.

KSURSF Payment Request Form and KSURSF Vendor Registration Form: http://research.kennesaw.edu/ksursf/forms.php

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.

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](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/](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
      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**

   1. Springhill Suites: $127 per night (preferred hotel)
      a. Vendor # 0000016744
      b. Barbu Kessee: General Manager
         i. barbukesssee@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
   3. Embassy Suites: rate varies, starts at $149 per night
      a. Robyn Folster: Sales Manager
         i. 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

If Springhill is not available, contact ASHLEE CLARK before booking another hotel.
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 or x7798.