

Ball State University
Office of Associate Vice President for Human Resources
Request to Interview for Faculty and Professional Positions

INSTRUCTIONS

1. For applicants you want to interview: list the names, the required degree, and the date degree was earned. Applicants must meet all minimum qualifications listed in the advertisement in order to be interviewed.
2. Attach to this form:
 - A copy of the transcript of the required degree for each applicant to be interviewed.
 - A list containing the names of all applicants, the email addresses of all applicants, and the applicable disposition code(s) for the applicants who are not being considered for interview at this time. Codes are listed on the reverse side of this form. **Please Note:** Disposition code information for all applicants, including applications received after interview decisions, should be forwarded to the Affirmative Action Specialist throughout the search process.
 - A copy of the advertisement for this position.
 - A copy of the curricula vitae (CV) - for Tenure-Track positions only.
3. For contract and professional positions, forward the Request to Interview form and attachments to AD 335.
 For tenure track positions, forward the Request to Interview form and attachments to AD 106.

Applicants may be invited to campus for interview **after** this form is approved. Notification of approval will be sent from the Office of Associate Vice President for Human Resources to the email address listed below.

Position Title:	
Department/Unit:	
Position Number:	Dept Phone No.:
Email address of person in the dept. to be notified:	

Approved for Interview:	Name of Applicant:	Degree Earned:	Name of granting Institution:	Date Earned:

Department/Unit Head _____ Date _____

Dean or Vice President _____ Date _____

Provost _____ Date _____

Associate Vice President
for Human Resources _____ Date _____

Disposition Codes

Please Note: All applicants must now be coded, including alternates, applications received after interview decisions were made, and candidates who were interviewed but not hired. You may send updated lists to the Affirmative Action Specialist throughout the search process as needed.

At application stage:

- A-1 Application incomplete (missing required pieces of application materials)
- A-2 Application not signed
- A-3 Application received after cutoff date

At review of applications stage:

- B-1 Does not meet educational minimum qualifications
- B-2 Does not meet experience minimum qualifications
- B-3 Does not meet other required license/certification/credential minimum qualifications
- B-4 Not eligible for rehire
- B-5 Not eligible for hire/transfer (delinquent account)
- B-6 Not eligible for hire/transfer (discipline record)
- B-7 Not eligible for hire/transfer (extended leave)
- B-8 Not eligible for hire/transfer (cannot work required shift)

At phone pre-screening stage:

- C-1 Unable to contact candidate
- C-2 Did not show/late for interview
- C-3 Lack of interest in the position
- C-4 Experience not as strong as other candidates
- C-5 Education not as strong as other candidates
- C-6 Teaching credentials not as strong as other candidates
- C-7 Research credentials not as strong as other candidates
- C-8 Teaching specialization does not meet needs of the department
- C-9 Record in research, publication, creative endeavors or other scholarly productivity does not meet the needs of department

At testing stage:

- D-1 Did not pass test
- D-2 Did not complete test
- D-3 Did not show-up for test
- D-4 No test required

At interview stage: (re-using same set from previous stage, if must be coded different, use "E")

- E-1 Unable to contact candidate
- E-2 Did not show/late for interview
- E-3 Lack of interest in the position
- E-4 Experience not as strong as other candidates
- E-5 Education not as strong as other candidates
- E-6 Teaching credentials not as strong as other candidates
- E-7 Research credentials not as strong as other candidates
- E-8 Teaching specialization does not meet needs of the department
- E-9 Record in research, publication, creative endeavors or other scholarly productivity does not meet the needs of department

At reference/background check stage:

- F-1 Unable to verify all employment during seven (7) years immediately preceding application
- F-2 Unable to verify all experience that qualifies individual for position
- F-3 Unable to verify all academic diplomas and degrees
- F-4 Unable to verify all required licensure(s)/certifications
- F-5 Unable to verify/unsatisfactory references
- F-6 Did not satisfactorily pass criminal background check
- F-7 Did not satisfactorily pass credit/tax background check

At offer stage:

- G-1 Declined – no longer interested in position (post-offer)
- G-2 Declined – pay and/or benefits
- G-3 Declined – location
- G-4 Declined – work shift
- G-5 No offer – better qualified candidate accepted offer

Other options available at any and all stages:

- H-1 Candidate withdrew from consideration (pre-offer)
- H-2 Candidate not eligible to work in the U.S.
- H-3 Later discovered fraudulent information in application/interview materials
- H-4 Position not filled
- H-5 Failed search
- H-6 Hiring freeze