

SOP-I-0025

Candidate Pre-Employment Travel Authorization

SOP Type: Internal SOP - DELTA-level that does not directly affect entities outside of DELTA
 External SOP - DELTA-level that affects these entities:
 Unit SOP - DELTA individual unit(s) affected:

Contact: DELTA Business Office

Effective Date: April 1, 2013

Last Revision Date: March 2, 2015

1. Introduction

Interview Travel —as a general rule, travel expenses (including mileage, airline tickets, hotel reservations, etc.) in connection with employment interviews with DELTA are not authorized with the following exceptions:

- a. DELTA purposefully conducts a national search and/or
- b. Candidates located outside of the Research Triangle area are invited to campus for an interview with prior approval from the Senior Management Team

A national search is defined as one in which DELTA actively recruits candidates outside of the Research Triangle area, due to specialized knowledge, experience, skills or needs for a position that are not adequately or easily found in this geographic area. Although a job posting on the NCSU Human Resources website is accessible to potential applicants worldwide and search announcements may be forwarded to colleagues outside of the Research Triangle area, this does not constitute a national search.

2. National Searches

- The hiring official will determine the scope of the search prior to assembling the search committee for the position. If a national search is deemed necessary, the hiring official will indicate that information in the recruitment section on the New or Vacant Position Action form and provide justification for the request.
- The Associate Vice Provost for that unit will then submit the Position Request to the Senior Management Team.
- If approved as a national search, travel expenses will be reimbursed for candidates invited to campus for an interview. At the time of their first interview, applicants must be informed that relocation expenses are not authorized.
- While travel expenses for final candidates for approved national searches will be reimbursed, committees are strongly encouraged to use Skype or other high-quality video conference methods for initial interviews, prior to committing staff time and resources for a candidate’s campus visit.

3. Non-National Searches

- The hiring official will indicate that a national search is not necessary in the recruitment section on the New or Vacant Position Action form.
- The Associate Vice Provost for that unit will then submit the Position Request to the Senior Management Team.
- If top candidates for a non-national search are located beyond the Research Triangle area, Skype or a comparable video tool should be considered as the first alternate method to a face-to-face interview.
- If, after either a Skype or a high quality video interview, the top candidate(s) for a non-national search resides outside of the Research Triangle area, the Search Committee Chair and hiring official should discuss this with the

unit AVP. The AVP may bring a request for travel reimbursement to the Senior Management Team if the committee deems an in-person interview essential in informing a final hiring decision. Travel reimbursements may or may not be approved in these circumstances, and thus a non-local candidate who is serious about pursuing the position may have to pay for their own travel expenses.

- A non-national search may be subsequently authorized as a national search if an interview pool of viable candidates is not obtained through the Human Resources recruitment channels. The Search Committee Chair and hiring official should confer with the unit AVP to request such action if it becomes necessary.