

**ADMINISTRATOR/EXEMPT RECRUITMENT GUIDELINES
as of July 2002**

1. Recruitment expenses are to be charged to the Recruitment Budget COLREC/6407 with approval through the Vice President for the respective area involved. Charges to individual budgets in an effort to exceed the recruitment guidelines are discouraged.
2. Advertising normally should be limited to two to three publications. Effort should be made to achieve the maximum exposure for the least available cost.
3. Refreshments for Search Committee purposes should be limited to beverages. Meal expenses for Search Committees are not included.
4. Increased use of telephone interviewing and in-depth reference checking are encouraged. The objective is to limit final campus interviews to three top candidates.
5. Once the top three candidates are identified, please contact the Human Resources Department who will, with time providing, send benefits information, including the reimbursement form, to the candidate, prior to their campus interview.
6. In order to limit expenses for candidate airfare, planning should include a minimum of a 10 day advance ticket purchase. Failure to purchase at least a 10-day advance ticket will result in the hiring department being responsible for the difference in the costs of the tickets. Reservations will be made by the Human Resources Recruiting Specialist through a travel agent as designated by the University. Search Committees should include this objective in the planning for recruitment deadlines.
7. Travel and hotel accommodations will be made by the Human Resources Recruiting Specialist.
8. Vehicle rental for candidates is not available or reimbursable. Members of the Search Committee are encouraged to assist with transportation of candidates with reimbursement at the rate of three cents below the federal reimbursement rate. This is consistent with the policy adopted by the State of Missouri.
9. Reimbursement for travel within the continental United States. Travel funding for international candidates will be from the first port of entry into the United States to Kansas City.
10. All recruiting related reimbursable expenses (for employees or candidates) must be submitted on a Candidate and/or Employee Reimbursement Form with all signatures completed before payment will be issued.
11. During final candidate visits, luncheons and/or dinners normally are limited to the candidate and two search committee members or the Vice President of the division. Normally, if the candidate incurs an overnight stay, two (2) meals will be covered. As the hotels the University uses for candidate

accommodations provide a breakfast buffet or hot breakfast as part of the hotel services, breakfast expenses with the candidate are not covered. If the candidate does not have an overnight stay, then one (1) meal will be covered. In order to accommodate department recruiting needs, we encourage the use of a College issued Procurement Card for candidate related meal expenses for members of search committees who will be actively involved in the recruiting processes (via meals). The procurement card logs using the Recruiting budget will be signed in Human Resources before being turned into Accounting Services. Small local purchase orders (obtained only from HR) may be used in absence of the procurement card.

12. Limit moving expense reimbursement to President, Vice President, and Dean positions.

13. Exceptions to this policy must be approved by the President.

14. PLEASE BE SURE TO CODE THE AFFIRMATIVE ACTION CARDS BY USING THE ASSIGNED TRACKING NUMBER ISSUED BY THE HUMAN RESOURCES DEPARTMENT OR BY USING THE NAME OF THE POSITION.