

Department	<p>After affirmative action approval, it is the department's responsibility to create the itinerary and arrange travel for the candidate(s) approved for interview, if applicable. Please refer to the Travel Guide at http://www.indstate.edu/controller/finance/trav-bud/home.html</p> <p>The Hiring Manager or Search Committee Chair will complete the <i>Candidate Telephone or On Campus Interview Summary</i> form during the interviewing process and submit by e-mail to the Office of Equal Opportunity. A form will need to be completed for each interviewed candidate.</p> <p>After on campus interviews are completed, change the status of the candidates interviewed to "Interviewed". Proceed with reference checks of the selected candidate(s) to be recommended for hire and submit completed <i>Candidate Reference Summary</i> forms by e-mail to the Office of Equal Opportunity. If identifying an alternate candidate, references should be checked and Candidate Reference Summary completed and submitted by e-mail as well.</p>
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