

## ***ON-CAMPUS INTERVIEW INFORMATION AND TRAVEL REIMBURSEMENT POLICY***

### ***GETTING TO CAMPUS:***

Candidates can choose to either drive to the Texas Tech University Campus or fly into Lubbock International Airport. Either way, you will be met by a representative from University Student Housing (Residence Life) who will serve as one of your hosts during your stay. If you are met at Lubbock International Airport, your host will identify themselves and escort you to your accommodations. If you drive to the campus, your host will contact you prior to your arrival and make arrangements for a meeting place in Lubbock or on campus.

### ***YOUR HOST:***

You will be assigned a host who is a member of University Student Housing Residence Life Coordinator/Graduate Hall Coordinator team for the duration of your stay. Your host will assist you in any way they can to make the interview process less stressful and more enjoyable. If time allows, your host will contact you before your visit and assist you in preparing for your trip to Lubbock. Your host will also endeavor to follow-up with you after your visit is completed.

### ***THE INTERVIEW PROCESS:***

Unless otherwise indicated to you, your campus interviews will include a full day of events. These events will include breakfast with your host(s), several interviews in the morning, lunch with professional staff members, more interviews in the afternoon, a campus tour and a tour of Lubbock, and an evening meal at a local restaurant. The interviews will be 30 minutes to one hour each with Sean Duggan, our Managing Director of University Student Housing, D'awn Green our Senior Associate Director, our Central Staff, our Residence Life Coordinators, Student Staff and Hall/Complex Secretaries as applicable. Your host(s) will ensure that you are in the appropriate place at the appropriate time for each event or interview. Also, if time permits, your host(s) will take you to one of our university programs, our Student Recreation Center, or other areas in which you have a particular interest.

### ***APPROPRIATE DRESS:***

Plan to dress comfortably for your trip to Lubbock; however, on the day of your interviews, professional business attire is appropriate. For dinner or any evening events you attend, "snappy casual" is appropriate attire. "Snappy casual" is casual wear that is somewhat dressier than old blue jeans and T-shirts. Also, during spring, Lubbock weather can be different each day with cool or warm temperatures, high winds and rain, which might require a jacket. Should you have any questions regarding appropriate dress, please do not hesitate to ask your host(s). If you forget an umbrella or coat, your host(s) will assist you in this matter.

### ***YOUR ACCOMMODATIONS AND MEALS:***

We will have accommodations provided for you. This space may include a bedroom and bathroom with shower. For your convenience, we provide a television and/or radio, linens, towels, an ironing board, and a packet of information about the University, our department, and your itinerary for your visit. Your host(s) will have your keys and access card to gain entry into the room and will acquaint you with what has been provided for you. Should you find you left something at home you need during your stay, please do not hesitate to let your host(s) know and they will assist you in this matter. While you are our guest, your meals will be provided in our dining halls for breakfast, lunch and possibly dinner. Your host(s) will make sure you have drinks and snacks during the interview process. Anticipate having the opportunity to visit with staff and students from our department during most, if not all, of your meals.

### ***CRIMINAL RECORD CHECK:***

A criminal record check is required of all applicants. A social security card and photo ID are required in order to complete the authorization form for the criminal record check. Time will be scheduled for you to complete this and any other required paperwork. Upon acceptance of a position with Texas Tech University, you will be required to complete a drug test.

### ***FOLLOW-UP:***

After your campus interview has been completed, we will make every effort to keep in contact with you to answer any follow-up questions you might have and to keep you abreast of where you stand in our process.

### ***REIMBURSEMENT FOR YOUR TRIP:***

Normally, we will attempt to purchase your airfare so you do not have to pay out-of-pocket. The reimbursement policy for travel costs associated with your visit are as follows: a) If you are offered and accept the position our department will pay 100% of travel costs; b) If you are not offered a position our department will pay 100% of travel costs; c) If you are offered a position and do not accept, our department will pay 50% of travel costs; d) If you withdraw your candidacy from our applicant pool before an offer or decision has been made, our department will pay 50% of the travel costs; e) If we purchase a non-refundable ticket, and you cancel your trip for any reason, you will be required to reimburse us for 100% of the ticket cost. While you are here for your campus interview, you will be asked to provide us with any receipts and sign reimbursement paperwork. We will make every effort to ensure any reimbursements are sent to you in a timely manner. PLEASE SIGN AND FAX THE ATTACHED AGREEMENT TO (806) 742-0149.

### **For More Information Contact:**



Candess Keane  
Advisor  
Box 41141  
Texas Tech University  
Lubbock, Texas 79409-1141  
(806) 834-3141  
Fax: (806)742-0149  
e-mail: candess.keane@ttu.edu

**Texas Tech University  
University Student Housing  
On-Campus Interview and Travel Reimbursement Agreement**

Please review and sign the below agreement. The completed agreement should be returned to Candess Keane in the Residence Life Office prior to your visit. Completed agreements can be faxed directly to Candess at (806) 742-0149. Questions may be directed to Candess at (806) 834-3141 (direct) or via email at [candess.keane@ttu.edu](mailto:candess.keane@ttu.edu)

I, \_\_\_\_\_, have read and understand the On-Campus Interview Information and Travel Reimbursement Policy for University Student Housing at Texas Tech University.

Specifically, I understand the following policies are in place for travel costs associated with my visit to Texas Tech University.

- If I am offered and accept a position with University Student Housing, the Department will cover 100% of travel costs.
- If I am not offered a position with University Student Housing, the Department will cover 100% of travel costs.
- If I am offered a position with University Student Housing, and do not accept, I will reimburse the Department 50% of the costs associated with my travel. This payment will be expected no later than 60 days from the date that the offer of employment was extended.
- If I withdraw my candidacy from the applicant pool before an offer or decision has been made, I will reimburse the Department 50% of the costs associated with my travel. This payment will be expected no later than 60 days from the date of my withdrawal.
- If a non-refundable ticket is purchased for travel, and I cancel my interviews for any reason, I understand that I will be responsible for reimbursing University Student Housing 100% of the costs associated with my travel. This payment will be expected no later than 60 days from the date of my scheduled on-campus visit.

\_\_\_\_\_  
(Signature of Candidate)

\_\_\_\_\_  
(Date)