

## Required Submissions for all Candidates (Agriculture, Alumni, At-Large, B&I, Faculty & Student)

- ✓ Register with Board Office
- ✓ Submit Three References
- ✓ Submit Candidate Questionnaire
- ✓ Submit a Bio and Position Statement
- ✓ Agree to Abide by Code of Conduct & Undergo Background Check

## Universal Screening Matrix Elements

- 1) **Materials Submitted by Candidate:** Review of references, biography/position statement (guidance to be provided that this statement should reflect their professional and personal experience that would make them an effective Board member, as well as reflect details about how they have demonstrated their commitment to Penn State) and Candidate Questionnaire to reflect alignment with the University's mission of teaching, research and service and the Penn State Values. **(YES – materials reflects alignment with Penn State mission and values; NO – materials do not reflect alignment with Penn State mission and values)**
- 2) **Skills Matrix** (*updated annually*): Brings skills needed to the board, with enhanced consideration of existing skill gaps/shortages **(YES – has skills needed; NO – does not have skills needed)**
- 3) **Past Experience both Professional and Personal (including board service):** Nature of role/engagement with governing body/board/shared governance, decision making, engagement with stakeholders, strategic leadership – see “Candidate Attributes” for each pathway to the Board for more details **(YES – has significant relevant past experience; NO – does not have significant relevant past experience)**
- 4) **Commitment/Service to Penn State:** Nature and depth of engagement with Penn State, which may include service on committees/councils, specific examples support of students, alumni, faculty, staff, community (support via time and/or financial giving). For Incumbent trustees, commitment/contribution to the work of the Board as evidenced by attendance, Committee participation and/or Board/Committee leadership roles and lack of disciplinary record. **(YES – has demonstrated commitment/service; NO – has not demonstrated commitment/service)**
- 5) **Candidate Background Check:** Standard background check conducted by independent third party does not reflect behavior that would be violative of the Code of Conduct and/or the Penn State Values. This background check will include 1) criminal records check, 2) public court records check, 3) verifications of education and employment history, professional licensing and certification, 4) inquiries relating to any complaints, charges, reports or investigations of employment related misconduct and 5) publicly available information regarding use of online social media, and any other publicly available information about you on the Internet. Social media include social networking websites, professional networking websites, video and image-sharing websites, blogs and personal websites. **(YES – public profile reflects alignment with Penn State mission and values; NO – public profile does not reflect alignment with Penn State mission and values)**

*Any Candidate with a “NO” will be considered by the Subcommittee for ballot ineligibility. A 2/3 vote of the Subcommittee will be required to deem a candidate ineligible.*