

**COMMITTEE TO INVESTIGATE CANDIDATES FOR THE  
SOUTH CAROLINA DEPARTMENT OF  
EMPLOYMENT AND WORKFORCE**



POST OFFICE BOX 142  
COLUMBIA, SOUTH CAROLINA 29202-0142  
(803) 212-6220

TO:

**MEMORANDUM**

FROM:

Department of Employment and Workforce Executive Director Applicant

DATE:

Lisa Manini Widener - Chief of Staff

RE:

December 17, 2018

Applicant Packet, Instructions and Review, Screening Process

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The Committee to Investigate Candidates for the South Carolina Department of Employment and Workforce has received your letter of intent to apply for the position of Executive Director of the South Carolina Department of Employment and Workforce. Attachments containing application documents and other information in Microsoft Word format are included in your application packet email. Access and complete the documents on a computer with Microsoft Word software.

**Application Packet and Instructions**

**Please be certain that the application packet email that you received from the Committee includes each item below:**

**(1) Personal Information Sheet**

Return this first. This information will be provided to the State Law Enforcement Division and credit reporting agencies in order to conduct a background check on you. This is standard state procedure employed for reviewing candidates for state boards, commissions, and other appointments requiring advice and consent of the Senate. In order for these agencies to have sufficient time to complete the investigations, timely receipt of this information is essential.

Return your signed, completed information sheet AS SOON AS POSSIBLE but not later than noon on Thursday, January 17, 2019. Email the information sheet to [lisawidener@scsenate.gov](mailto:lisawidener@scsenate.gov) and include on the subject line 'SC DEW - Personal Information Sheet'.

You must also return a paper copy of the information sheet that includes your original signature. The Committee to Investigate Candidates for the South Carolina Department of Employment and Workforce must receive this **paper copy** no later than noon on Thursday, January 24, 2019.

## **(2) Personal Data Questionnaire (PDQ)**

*It is important that you answer the questionnaire fully.*

Return your signed, completed PDQ AS SOON AS POSSIBLE but not later than noon on Thursday, January 17, 2019. Email the sheet to [lisawidener@scsenate.gov](mailto:lisawidener@scsenate.gov) and include on the subject line 'SC DEW - PDQ'.

You must also return a **paper copy** of the PDQ containing your original signature. The Committee to Investigate Candidates for the South Carolina Department of Employment and Workforce must receive this paper copy no later than noon on Thursday, January 24, 2019.

## **(3) Sample Confidential Financial Statement**

*In order for the Committee to determine potential conflicts of interest, provide a complete, current financial net worth statement that itemizes in detail: (a) the identity and value of all financial assets held, directly or indirectly, including but not limited to bank accounts, real estate, securities, trusts, investments, and other financial holdings; and (b) the identity and amount of each liability owed, directly or indirectly, which is in excess of \$1,000 including but not limited to debts, mortgages, loans, and other financial obligations. A sample Confidential Financial Statement is provided as part of the PDQ for your convenience. Use the sample statement or any other comparable form if it was prepared within the past six months. This is standard procedure employed for reviewing candidates for state boards and commissions.*

## **(4) South Carolina State Ethics Commission Statement of Economic Interests Form**

*Please complete form and submit on-line, then print the form and return a paper copy of the Economic Interests Form containing your original signature. The Committee must receive this paper copy no later than noon on Thursday, January 24, 2019.*

**(5) Introduction to the South Carolina Department of Employment and Workforce**

*This document is provided as information.*

**(6) About the Committee to Investigate Candidates for the South Carolina Department of Employment and Workforce**

*This document is provided as information.*

**Deadline Reminders**

1. Email your **electronically** signed, completed Personal Information Sheet AS SOON AS POSSIBLE but not later than noon on Thursday, January 17, 2019.
2. Email your **electronically** signed, completed PDQ and financial statement AS SOON AS POSSIBLE but not later than noon on Thursday, January 17, 2019.
3. Also return a **paper** copy of your Personal Information Sheet, your PDQ, your financial statement, and your Economic Interests Form. Each must include your original signature. The Committee must receive these paper copies no later than noon on Thursday, January 24, 2019.

Both electronic and paper documents must be submitted. These are absolute deadlines. Failure to meet the imposed deadlines is grounds for disqualification.

Email electronic copies to [lisawidener@scsenate.gov](mailto:lisawidener@scsenate.gov).

Return paper copies to:

South Carolina Senate  
Committee to Investigate Candidates for the South Carolina  
Department of Employment and Workforce  
Attn: Lisa Widener  
1101 Pendleton St., Gressette Bldg., Ste. 313  
Post Office Box 142  
Columbia, South Carolina 29202

Note: Your letters of reference may be returned along with your paper copies or sent under separate cover to the address above.

## **The Review and Screening Process**

The sooner your application materials are completed and returned, the sooner your review and screening process may begin. The Committee will then begin a review of applicants as it considers appropriate and may use the services of any agency of state government to assist it.

As part of this process, the Committee staff may schedule an informal interview with you. Staff will contact you to schedule this interview if necessary.

Upon completion of applicant reviews, the Committee will hold a public hearing during which you will be questioned by members of the Committee concerning your qualifications. The Committee reserves the right to determine who, other than candidates, may testify at the hearing. All testimony, including documents furnished to the Committee, must be submitted under oath, and anyone knowingly furnishing false information either orally or in writing will be subject to the penalties provided by law for perjury and false swearing.

Within a reasonable time after the public hearing, the Committee will release its findings as to which three applicants are found qualified to serve as Executive Director. The Committee will then submit those names to the Governor. There must be three applicants found qualified. If fewer than three applicants are found qualified, the Committee must reopen the process and continue to screen applicants until the names of three qualified applicants may be forwarded to the Governor. These nominations for Executive Director are binding on the Governor, which means that the Governor may not select a person that has not been nominated by the Committee. However, nothing prevents the Governor from rejecting all persons nominated. In this event, the Committee will resolicit for interested parties and submit another group of names and qualifications to the Governor. This process will continue until the position is filled.

When a specific date and time is established for your hearing, you will be notified.

Staff will discuss the particulars of your screening more thoroughly during your interview session. Meanwhile, if you have any questions, please do not hesitate to contact me.

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### Attachments:

- 1) Personal Information Sheet
- 2) Personal Data Questionnaire
- 3) Sample Confidential Financial Statement
- 4) South Carolina State Ethics Commission Statement of Economic Interests Form - MUST BE COMPLETED ON-LINE. Print out submitted copy to send with packet.
- 5) State of South Carolina Managerial Position Description

- 6) About the Committee to Investigate Candidates for the South Carolina Department of Employment and Workforce.
- 7) Introduction to the South Carolina Department of Employment and Workforce.

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