



Human Resources

144 Graff Main Hall
1725 State Street
La Crosse, WI 54601
608.785.8013
hrinfo@uwlax.edu
www.uwlax.edu/human-resources

For some interviews, depending on the level of the position, a campus invitation is made to all faculty, staff, and students to attend a forum, at which the candidate would present on a topic selected by the Search Committee and then take questions from the audience.

Afterwards, a survey link is sent to campus inquiring about the candidate. This document provides a sampling of questions that committees may use as a starting point for developing their surveys.

The surveys are commonly created in Qualtrics. **For retention purposes, please have Human Resources coordinate, maintain, and deploy the survey so that responses may remain anonymous, and the responses can be retained with the recruitment for the standard retention period.**

Please note, that many committees choose to have targeted, or specific questions regarding the qualifications and qualities of the candidate(s) they desire to recommend for hire.

Sample Language for Email to Campus

Colleagues,

You were recently part of an on-campus forum or interview with [CANDIDATE]. So that the committee can consider additional feedback from the campus regarding [CANDIDATE]'s candidacy for the position of [POSITION], we are interested in hearing from you.

Please take this brief survey to tell us about your thoughts on [CANDIDATE]. Your responses are anonymous and only shared with the committee.

/ Committee Name and Members

Sample Questions

Q1: Did you attend either the open forum or an interview with [CANDIDATE] name.
Yes or No

Q2: What strengths will [CANDIDATE] bring to the [POSITION]?

Q3: What challenges do you expect [CANDIDATE] would have in the position of [POSITION]?

Q4: If hired, do you believe that [CANDIDATE] would be capable of executing the duties of the [POSITION]?
Strongly Agree / Agree / Neutral / Disagree / Strongly Disagree

Q5: Can [CANDIDATE] succeed in improving [SET OF CRITERA NEEDED FOR THE POSITION]?