

TIPS ON PREPARING FOR INTERVIEWS

Note: These tips are designed to be used for both *external* and *internal* candidates. Please also refer to [Conducting Due Diligence – Internal Candidates](#).

LOGISTICS

- Determine and provide schedule to campus staff who will be involved in interviews (ie. dean's office, department staff).
- Confirm room reservations, ensure appropriate set up (chairs, tables, arranged in specific manner), equipment if any (podium, microphone, computer, if presenting).
- Prepare and confirm assignments of committee members; confirm again right before candidate arrives and have a back-up person designated.
- Assign airport pick up and drop off; where, when and flight number, how to identify.
- Assign pick up and drop off at hotel, where and when, how to identify.
- Assign escorting the candidate to and from meetings/events; include time and location reminders.
- Assign a committee or department member to provide campus tour.
- Assign breakfast, lunch and dinner each day; provide information on receipts. See [La Crosse area restaurants willing to direct bill](#).
- Check the weather and ensure you have an extra umbrella, if needed.
- Keep a master schedule on your desk and another on your person.
- Offer coffee/tea/water throughout the interview process.
- Know the location of restrooms near all meeting rooms and allow time for candidates to take breaks.

COMMUNICATION TO INTERVIEWEE

- Identify what will be expected of candidates when they are on campus. For example, faculty candidates might be asked to make a formal or informal presentation to faculty and/or students or to teach a sample class observed by departmental faculty.
- Provide travel reimbursement information.
- Provide interview itinerary including names/titles of search committee members and other people they will meet.
- Ask if there are any particular areas of interest they would like to see during campus tour.
- Ask about any particular dietary needs/preferences before setting up meals/making restaurant reservations.
- While on campus, provide packet of information about the campus and community, obtained from Human Resources.

COMMUNICATION TO CAMPUS

- Publish schedule of open forums to Campus Connection, if applicable.
- Contact the iComm team in Advancement to update department/division web page to include information about open forums, if applicable. Candidate application materials must have personal contact information redacted.
- Copy application materials to distribute to interviewers if not provided electronically, ensuring personal contact information has been redacted.