TIPS ON PREPARING FOR INTERVIEWS

Note: These tips are designed to be used for both external and internal candidates, to the best extent possible. Please also refer to Conducting Due Diligence – Internal Candidates.

LOGISTICS

- Determine and provide schedule to campus staff who will be involved in interviews (e.g., HR, dean’s office, department staff).
- Confirm room reservations, ensure appropriate set up (chairs, tables, arranged in specific manner), equipment if any (podium, microphone, whiteboard 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 identify.
- Assign escorting the candidate to and from meetings/events; include time and place reminders.
- Assign breakfast, lunch and dinner each day; provide information on receipts.
- 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 list of other people they will meet.
- 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

- Email Campus Connection to publish schedule of open forums, if applicable.
- Contact the iComm team in Advancement to update department/division web page to include information about open forums, if applicable.

PREPARATION OF CANDIDATE INTERVIEW FILE

- Copy material to distribute to interviewers if not provided electronically (could be summary vita, evaluation forms to be returned to committee with method of returning and with a deadline for receipt of the form, etc.).