



Interview Checklist

- The committee chairperson should clarify the budget for travel, lodging and meals. Identify primary staff support to coordinate all necessary documentation, travel arrangements, and reimbursements. Departments or schools may pre-purchase airline tickets for candidates, offer accommodations on or near campus for the length of stay, and reimburse all or part of candidate's expenses.
- To ensure equity, provide each candidate with the same welcome and introduction to the department or school. For example, if one candidate is taken out to dinner, then all candidates should be taken to dinner. Give each candidate equivalent information about the position, the department or school, and the campus.
- Avoid restrictive scheduling of applicant interviews (e.g., consider telephone or Skype interviews for out-of-town candidates or others who may be unable to come to campus).
- Prepare an agenda for the candidate's visit in advance. Give the agenda to the candidate and to appropriate members of the department or school (faculty/students/staff).
- Ask if the candidate has any special needs such as physical access needs or dietary limitations. If a candidate requests accommodation for a disability or religious practices, provide the requested accommodation or consult with Human Resources, Equal Opportunity & Compliance.
- The committee should ensure that all applicants who visit the campus become familiar with the university's benefits package. Ask Human Resources to provide a synopsis of the university's current benefits package for the particular position.
- Copies of the committee's critical criteria should be available in a checklist format, when possible, as part of the standard procedure for the interviews.
- Usually the campus visit includes a job talk and opportunities to meet with department or school faculty, graduate students, staff and faculty outside the department or school, as appropriate. Give candidates a chance to interact with faculty in multiple venues.
- Often candidates who are in finalist status will ask about community resources. Be prepared with information on real estate, schools, etc. Campus interviews may include a tour of the city and referrals to a real estate agent.
- If the candidate is from an underrepresented group for your department, make an effort to include a broad cross-section of the campus community in the visit. There are currently five

affinity groups on campus who are available to provide support during the campus visit. Contact Human Resources, Equal Opportunity & Compliance, to schedule time.

- Do not make commitments about the position, salary, or other conditions of employment during the interview. Negotiation of these matters is the responsibility of the dean/director or appropriate senior administrator.

