

FACULTY INTERVIEW CHECKLIST

The Screening Interview

The screening interview is an initial interview often conducted by telephone on the initial “long-list” of top candidates. Generally, screening interviews are short conversations (30-45 minutes). The interviews may be conducted by the search committee chair, designated search committee members, or the entire search committee.

It is critical that all interview processes be similar in structure and format. For example, if the pool includes a local candidate who could be interviewed in person, but other candidate are outside of the local area, then all screening interviews should be conducted by telephone.

Preparing for the Screening Interview

- Candidates have been selected for initial interview.
- Develop core questions from job related criteria and determine the order in which interviewers will ask questions. Click [here](#) for samples.
- Schedule the screening interview with the candidates and interviewers and establish a target duration of the call (30-45 minutes in length is generally ample time). Details to consider:
 - Candidate’s name (and correct pronunciation)
 - Interview time and location
 - Telephone number to call (if via telephone)
 - Confirm email address
- Prior to the initial screening interview, provide the following to the interviewers:
 - Copy of job posting (notice of vacancy)
 - Copy of candidate’s curriculum vitae and other application materials
 - Correct pronunciation of candidate’s first and last name
 - Calendar proposal or other reminder for the day/time/location of interview
- Prior to initial screening interview, provide the following to the candidates:
 - Copy of job posting (notice of vacancy)
 - Names of individuals participating in the interview

Conducting the Interview

- Introduce the interviewers to the candidate and describe how the interview will be conducted.
- Ask the core interview questions and follow-up questions as appropriate.
- Ask the candidate if she/he has any questions for the interviewers.
- At the end of the interview:

- Thank the candidate for his/her time
- Explain the next steps in the recruitment process
- Give time-line for determining candidates moving to the next step

Campus Visit

Once the applicant pool has been narrowed to the “short-list”, the search committee typically invites these top candidates for a campus visit. This is a vital step in the search process.

Components of the campus visit may include a formal interview with search committee, lunch or dinner with the candidate, campus tour, presentation by candidate, meeting with faculty and/or students, meetings with special interest groups etc.

Remember that the candidate will be evaluating WSU to determine if the university is a good fit for herself/himself, just as the search committee is evaluating the candidate. The candidate’s early impressions of the university play a major role in the decision-making process.

Note: The campus visit should be similar in structure for all candidates. For example, if the search committee takes one candidate to then the same should be done for every candidate.

Preparing for the Campus Visit

- A determination on reimbursement of interviewing expenses has been made. See [BPPM 95.14](#) or contact [Travel Services](#) with questions.
- Candidates have been selected and invited for campus visit.
 - Ask each candidate if she/he would like to meet with any special groups or committees on campus.
 - Explain interview expense reimbursement or payment to the candidate.
- Core interview questions have been determined. Click [here](#) for samples.
- Interviews are scheduled with the core members of the search committee.
 - Candidate’s name
 - Time of interview
 - Location
 - Telephone number to call (for day of travel)
 - Confirm email address
- Travel arrangements, if any, have been made.
 - Flight number
 - Arrival time
 - Pick-up responsibilities, if any

- Hotel arrangements
- ❑ Detailed agenda for the campus visit is created and reviewed by the search committee.
- ❑ Prior to the campus visit, provide the following to those participating the formal interview:
 - Copy of job posting (notice of vacancy)
 - Copy of candidate's curriculum vitae and other application materials
 - Correct pronunciation of candidate's first and last name
 - Copy of the agenda
 - Calendar proposal or other reminder for the day/time/location of interview
 - If interviews will take place with individuals other than the search committee, provide training on appropriate interview questions and technique
- ❑ Prior to initial interview, documentation provided to candidates:
 - Copy of position description
 - Names of individuals participating in the interview
 - Copy of the agenda
 - Travel confirmation/detail
 - Campus/Department information
 - Link to or copy of [Prospective Faculty Resources](#) (provided by WSU ADVANCE)

Conducting the Campus Visit

- ❑ Day of campus visit: Treat all candidates similar – they are our guests and should have a positive experience and leave with a positive impression of WSU even if they are not the successful candidate.
 - Ensure candidate and host or responsible person for the interview have exchanged cell phone number or other means of communication in case of delays or changes
 - Have an escort for the candidate if they will be going to different areas for interviews
 - Ensure the candidate schedule has breaks
 - Ensure each interview site includes water for the candidate.
 - If interviews will take place during meals all applicants schedules should be similar
 - At all times during the candidates visit rules and processes for recruitment and interviewing must be adhered to. In casual settings keep in mind your interviewers are representing WSU.
- ❑ At the end of the interview:
 - Explain the next steps in the process
 - Give time line for determining candidates moving to the next step