

## STAFF RECRUITMENT INTERVIEW CHECKLIST

### The Screening Interview

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

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

#### Preparing for the Screening Interview

- ☐ Applicants have been selected for initial interview.
- ☐ Develop core questions from job related criteria and determine the order in which interviewers will ask questions. See the [Staff Recruitment Toolkit](#) for samples.
- ☐ Schedule the screening interview with the applicants and interviewers and establish a target duration of the call (30-45 minutes in length is generally ample time).
  - Details to consider:
    - Applicant’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 applicant’s curriculum vitae and other application materials
  - Correct pronunciation of applicant’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 applicants:
  - Copy of job posting (notice of vacancy)
  - Names of individuals participating in the interview

#### Conducting the Interview

- ☐ Introduce the interviewers to the applicant and describe how the interview will be conducted.
- ☐ Ask the core interview questions and follow-up questions as appropriate.
- ☐ Ask the applicant if she/he has any questions for the interviewers.
- ☐ At the end of the interview:
  - Thank the applicant for his/her time
  - Explain the next steps in the recruitment process
  - Give time-line for determining applicants moving to the next step

## Campus Visit

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

Components of the campus visit may include a formal interview with recruitment panel, lunch or dinner with the applicant, campus tour, meetings with special interest groups etc.

Remember that the applicant will be evaluating WSU to determine if the university is a good fit for herself/himself, just as the recruitment panel is evaluating the applicant. The applicant’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 applicants. For example, if the recruitment panel takes one applicant to then the same should be done for every applicant.

### 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.
- ☐ Applicants have been selected and invited for campus visit.
  - Ask each applicant if she/he would like to meet with any special groups or committees on campus.
  - Explain interview expense reimbursement or payment to the applicant.
- ☐ Core interview questions have been determined.
  - ☐ Interviews are scheduled with the core members of the recruitment panel.
    - Applicant’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 recruitment panel.
- ☐ Prior to the campus visit, provide the following to those participating the formal interview:
  - Copy of job posting (notice of vacancy)
  - Copy of applicant’s curriculum vitae and other application materials
  - Correct pronunciation of applicant’s first and last name
  - Copy of the agenda
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- Calendar proposal or other reminder for the day/time/location of interview
- If interviews will take place with individuals other than the recruitment panel, provide training on appropriate interview questions and technique

☐ Prior to initial interview, documentation provided to applicants:

- Copy of position description
- Names of individuals participating in the interview
- Copy of the agenda
- Travel confirmation/detail
- Campus/Department information

Conducting the Campus Visit

- ☐ Day of campus visit: Treat all applicants 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 applicant. Visit: [Candidate Experience](#) page for ideas on how to make them feel welcome at WSU.
  - Ensure applicant 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 applicant if they will be going to different areas for interviews
  - Ensure the applicant schedule has breaks
  - Ensure each interview site includes water for the applicant.
  - If interviews will take place during meals all applicants schedules should be similar
  - At all times during the applicants visit rules and processes for recruitment and interviewing must be adhered too. 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 applicants moving to the next step.