

INTERVIEW CHECKLIST & BEST PRACTICES

INTERVIEW PREPARATION

- Determine the best format for the position with [HR Business Partner](#).
 - Determine length of interviews.
 - Determine whether a preliminary interview is necessary before a more in-depth interview.
- Create a rubric.
- Determine interview questions.
 - Determine number of interview questions based on the length of the interviews.
 - Ensure a balance of questions that address behavioral and the required qualifications of the position.
 - Draft and select questions with Search Committee and Inclusion Advocate. Each question should be designed to gather information about a qualification for the position.
 - If there is a presentation, send requirements or guidelines prior to visit.
- Distribute interview questions and rubric to Interview Panel.
 - Determine how the questions will be distributed amongst the Interview Panel.
 - Search Chairs should bring additional copies to actual interview.
- Determine how Interview Panel will introduce themselves to the candidate.
- Set up and test audio/visual.
- Have additional copies of interview questions available.

LOGISTICS FOR ON-CAMPUS INTERVIEWS

- You may want to consider the following for longer interviews:
 - Schedule opportunities for candidates to engage students during the on-campus visit.
 - Give the candidate time to explore topics/areas that are important to them.
 - Build in downtime/break time so the candidate has time to themselves.
 - Assign the candidate a private space to use while on campus.
 - Cater or take candidate to restaurant for lunch or dinner depending on the time of the interview.
 - Ask for food allergies or otherwise prior to visit.
 - Solicit input from candidate on what they are interested in seeing when in Grand Rapids for interview/visit.
 - Austin Relocation Services offers tours of Grand Rapids and the surrounding areas.
- Room reservations for interview(s).
 - Choose the location for interview/breaks.
 - Ensure that candidates will not have the opportunity to see each other.
 - Choose a location that ensures confidentiality and limited distractions.
 - Reserve additional rooms, as needed, if meeting with other campus partners.
 - Have refreshments available for the candidates.
- Point of contact.
 - Assign a point of contact for the candidate throughout their campus visit.
 - Person to meet the candidate and bring them to the interview space(s).
 - Person to pick candidate up at the airport/hotel, as needed.

Optional: Hotel and travel accommodations

- Determine responsible party for hotel and travel accommodations.
 - Department may do the booking, or
 - Candidate may do the booking and be reimbursed, if approved.
- Hotel:
 - When selecting hotel, take into consideration:
 - Amenities
 - Location of restaurants
 - Travel time including traffic
 - Arrange for a small GVSU gift (e.g., basket with GVSU items) or something welcoming to be waiting in the candidate's hotel room.
- Travel:
 - If arriving by plane:
 - Provide local airport information.
 - Arrange for a rental car, directions, and parking permit, if applicable.
 - If driving:
 - Provide address details and map for location of interviews.
 - Request a guest parking permit for the candidate.

Communicate schedule with candidate.

- Send the candidate the interview agenda.
 - Provide any information that will help them be successful, such as a list of Interview Panel names/titles.
 - Provide confirmation numbers for the hotel, if applicable.
 - Provide reservation number for car rental, if applicable.
 - Provide assigned contact's cell phone number.
 - Include breaks and campus tours (walking and/or driving).

Send the candidate a campus map.

- Include suggested parking lots based on location of interview or link to public transit.

LOGISTICS FOR VIRTUAL INTERVIEWS

Room reservations for interview(s).

- Choose a space with technology available for Zoom.

Create Zoom link.

- Send link to Interview Panel members, if not meeting together.
- Send link to candidate.
- Assign a Zoom interview lead and a supporter to assist with technology issues and reviewing questions in the chat.
 - Consider pasting interview questions into the chat, as they are being asked to the candidate.

Be prepared to shift to a phone interview if Zoom technology fails.

DURING ON-CAMPUS AND VIRTUAL INTERVIEWS

Silence all electronics/turn off all chats and notifications.

- If using Zoom, close all windows unrelated to the interview.

If using Zoom, leave the candidate in the waiting room until everyone is ready.

Greeting/Rapport building.

- Provide the candidate with an interview schedule if they are meeting with several people throughout the day.

- Interview Panel introductions.
 - Provide the candidate with information about the structure of the interview and how questions will be asked. This will allow for a general idea of how to pace their answers.
 - The interview may proceed more smoothly and be more productive if the candidate and the Interview Panel feel at ease.
- Stay engaged.**
 - Information gathering.**
 - Ask questions to obtain factual and objective information about the candidate's qualifications, experience, and interest in the position.
 - Information giving.**
 - Describe the duties and responsibilities of the position.
 - Talk about the organizational structure, expectations of the position, and the culture of the department and university.
 - Give general information about the university, benefits, and salary (if appropriate).
 - You can refer candidates to the Human Resources website for detailed information on policies, benefits, and other [resources](#).
 - Candidate's questions.**
 - Give the candidate time to ask their questions and respond appropriately.
 - Summary/Closing.**
 - Inform the candidate about the next steps in the hiring process.
 - Thank the candidate for their time.