INTERVIEW AGENDA

1. Invitation to interview

a. Invite the candidate to an interview via email.
b. Send an email confirmation to the candidate with interview details.
    i. Ensure all candidates receive the same invitation and briefing of the interview.

2. Setting the stage

a. Determine where the interview should be held. Having a comfortable and private space for the interview is essential. It reduces the stress for the candidate and allows the committee to meet with applicants without interruptions. This creates a welcoming and inclusive experience for the candidates.
    i. Consider factors such as noise, accessibility, parking, etc.
    ii. Tip – Have the same setting for all candidates so everyone is receiving the same experience.
b. What documents and/or materials should the search team have with them during the interview.
c. Plan sufficient time for introductions, exchange of information about CC and/or the position, interview questioning, and completion of the committee documentation following the interview.

3. Welcome the candidate

a. Warmly welcome the candidate, thank them for coming. The interviewer's first role is that of the host. A warm greeting and introductions stating names and titles will help establish rapport and create a pleasant atmosphere. Interviews may be recorded if all committee members are unable to attend and the candidate consents.
    i. Video or phone interviews – check to make sure everything is working correctly (microphones, speakers, connection).
    ii. In-person interviews – greet the candidate, offer some water (if applicable), let them know where the restrooms are.
b. Explain the interview process.
    i. Explain purpose and set the agenda. Let the candidate know the order of things to occur in the interview.

4. Questions to ask

a. Ask the questions you have prepared beforehand.
    i. Ask the same questions for all candidates.
    ii. Have the same committee members ask the same questions each time.
    iii. Ask them in the same order.
b. Use a rubric

    i. Each committee member should individually complete a common rubric for each candidate.

5. Candidate questions

a. Ask the candidate if they have any questions.
b. When answering questions
    i. Be honest, but positive.
    ii. Talk about projects and workload.
    iii. Opportunities within the department and how they are getting resolved; what the candidate's role in that will be.
    iv. Culture at CC.
c. Be prepared to answer questions such as:
    i. Why are you hiring for this position?
    ii. What is the career path for this role?
    iii. What are some of the challenges related to this role?
    iv. What does the training for this position look like?
    v. How will performance be measured? What are the traits that lead to success – and failure? What does success look like?
    vi. What are some positive and negative aspects of the workplace culture? What do you like about working here? What do you dislike?
    vii. If you could describe your team in 3 words, what would they be and why?
    viii. What type of person works well with this team?
    ix. Why do people say such and such about your organization? I saw a review/article online that said… can you discuss this?

6. Wrapping up

a. Before saying goodbye to the candidate, do the following:
    i. Thank them for their time.
    ii. Tell them what the next steps are.
        1. Tell the applicant approximately when the hiring process will be complete and how it will be communicated.
        2. Do not make any expressed or implied commitments to the applicant about selection.
    iii. Let them know who they can contact if they have any questions after they leave.

7. Assessing Candidates

a. Once the candidate has left, the search committee should fill in their rubric right away since they still have the interview and candidate's answers fresh in their memory.
b. Each person should complete a rubric prior to discussing as a committee to mitigate bias.

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