Resource 6-2: Conducting the Interview Checklist for Phone/Skype Interviews

☐ Greet the candidate stating your name and position (search committee chair)
☐ Introduce the other interviewers or have them introduce themselves
☐ Explain the interview’s purpose: Example: “During this interview we seek to acquire and share information so both parties can make an informed decision.”
☐ Describe how the interview will be conducted
☐ Ask general questions regarding curriculum vitae and other application materials
☐ Ask prepared questions from agreed upon criteria
☐ Ask follow-up questions as appropriate
☐ If applicable, inform candidate that reference inquiries will be made
☐ Provide the candidate an opportunity to ask questions
☐ Explain next step in the selection process
☐ Thank candidate for their time