Resource 6-4: Conducting the Interview Checklist for On-Campus Interviews

☐ Extend introductions at each appointment
☐ Describe the format of the meeting, interview, job talk, or presentation
☐ Keep on the schedule according to the agenda
☐ Ensure that someone is available to escort the candidate to the next appointment
☐ Leave time for the candidate to ask questions
☐ Thank the candidate for his/her time
☐ Conduct wrap-up conversation with candidate
  ☐ Answer questions that may have arisen during the campus visit
  ☐ Allow the candidate to speak openly about the campus visit and his/her assessment of the position
  ☐ Share the tentative timeline for completing the interview process and filling the position
☐ Other considerations
  ☐ Listen more than talk
  ☐ Take notes
  ☐ Offer refreshments
  ☐ Extend packet of materials regarding the unit, University, Lexington, and the surrounding area