

## 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