

Resource 6-3: Interview Preparation Checklist for On-Campus Interviews

- Acquire approval from dean/provost for on-campus interviews
- Establish duration of campus visit
- Determine who will be participating in the interview
- Schedule interview with candidate
- Send candidate interview confirmation email ([Resource 6-8](#))
- Confirm travel, lodging, and meal arrangements
- Prepare and send interview information packet to finalists that may contain the following:
 - Travel and lodging information
 - Detailed agenda
 - Billing/reimbursement process
 - Presentation request details
- Arrange for escort from the airport (if applicable) and other scheduled appointments
- Schedule meetings with leadership, faculty members, staff, and any appropriate standing committees or groups
- Schedule job/research talk or presentation
- Prepare core interview questions from agreed upon criteria
- Schedule formal interview with search committee
- Determine order in which interviewers will ask questions
- Arrange campus tour
- Schedule wrap-up conversation with candidate and determine who will best fit this role
- Ensure all participating individuals have the agenda
- Develop evaluation questions and method for individuals participating in the interview
- Additional items may include:
 - Leave 15 minutes, or appropriate time, between appointments
 - Schedule breaks
 - Provide area, materials and time to prepare for job/research talk or presentation
 - Make room reservations
 - Coordinate campus parking
 - Take notes
 - Extend campus visit checklist to each participating member of the visit