

#### 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