Interview Logistics Checklist

Many of the challenges in scheduling the interview are logistical, and it may be helpful to have a checklist to guide the conversation so that you do not have to call the candidate back to get information you may otherwise forget.

- Establish candidate's continued interest in the position.
- Ensure candidate is aware of the salary range of the position.
- Discuss logistical information:
    a) Travel policies
    b) Reimbursement procedures
    c) Directions
    d) Point of contact(s), hosts or other liaisons
    e) Phone numbers, e-mail addresses of appropriate people
- Discus how and with whom the candidate will get additional information.
- Ask candidate if they have other pending job offers or if they are a finalist for any other position that may impact their ability to complete the search.
- Discuss the candidate's preferred method of communication and e-mail and/or phone numbers.
- Share information with the candidate about FGCU.
- Ask if the candidate has any questions of you.

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