

Preparation

- ☐ Committee identifies candidates for an initial interview.
- ☐ Email the list of initial interview candidates to oithr@oit.edu for review by the Office of Human Resources before scheduling interviews.
- ☐ Develop questions from job-related criteria. Determine the order in which interviewers will ask questions.
 - Sample Interview Questions
 - Interview Note Taking Template
- ☐ Work with committee to identify dates and times for the screening interview.
- ☐ Contact the candidates identified via phone to schedule the screening interview.
 - Sample Script for Scheduling Interviews
- ☐ Send personalized follow-up email with screening interview confirmation to candidates. Include:
 - Applicant's name
 - Interview date, time, and time zone
 - Telephone number call will come from (if via telephone)
 - Names of individuals participating in the interview
- ☐ Prior to the initial screening interview, provide the following to the search committee:
 - Calendar invitation or other reminder for the day/time/location of interview
 - Correct pronunciation of applicant's first and last name
 - Copy of interview questions.

Conducting the Interview

- ☐ Interviewers introduce themselves, including name, title, and department.
- ☐ Describe how the interview will be conducted.
- ☐ Ask the core interview questions and follow-up questions as appropriate.
- ☐ Ask the applicant if they have any questions.
- ☐ At the end of the interview:
 - Thank the applicant for their time
 - Explain the next steps in the recruitment process
 - Give time-line for determining applicants moving to the next step