

# Planning the Interview Day Checklist

The interview on campus is a process that can determine a candidate's willingness to entertain an offer to join Purdue from the beginning point of extending the invitation to interview to the end point of the candidate leaving campus and the state if they are escorted to the airport. How we interact with the candidate throughout the interview process is a part of recruitment. Thus, it is important to structure the process to be inviting, friendly, informative, and also probing in order to achieve two goals:

- (1) determine if the candidate is qualified and a match; and
- (2) set the stage for the candidate to be excited about your department and Purdue and open to an offer of employment.

Courtesy and the spirit of equal opportunity demand that all candidates be treated equitably during their interview and campus visit. When feasible, similar events should be scheduled, interviews with the same University personnel should be arranged, and an equal amount of time should be allotted for each candidate.

This checklist was developed in order to assist those responsible for the details in planning and arranging a partial, all, or multi-day on campus visit by candidates interviewing for positions at Purdue University. Modifications may be made to the guide as needed in order to suit the needs of the individual department.

## I. Before Contacting the Candidate

## II. Contacting the Candidate

## III. After the Candidate Has Accepted the Interview Date

## IV. Finalizing the Agenda

## V. Preparing the Candidate for the Interview Day

## VI. Preparing the Interviewers for the Interview Day

## VII. Planning for a Presentation/Open Forum/Seminar

## VIII. Concluding the Interview Experience

# Planning the Interview Day Checklist

## I. Before Contacting the Candidate

- Determine the budget for campus interviews.
- Draft the Agenda.
  - Determine who will meet with the candidate; examples include, but are not limited to:
    - Search Committee,
    - Department Head/Chair/Director,
    - Dean and/or Vice President,
    - Departmental Colleagues,
    - Peers outside the department,
    - Graduate and/or undergraduate students, and
    - Community Members.
  - Determine where the meetings will take place; examples include, but are not limited to:
    - Campus office,
    - Conference room,
    - Restaurant, and
    - Classroom.
  - Determine the amount of time for each meeting.
  - Determine if the candidate will give a presentation and/or seminar and/or participate in an open forum.
  - Determine if the agenda will include a tour of:
    - campus,
    - the department, and/or
    - the local area, examples include schools and neighborhoods.
- Reserve tentative interview days and times with appropriate individuals, e.g. search committee members, dean, department head, vice president, etc.

## II. Contacting the Candidate

- Invite the candidate to the on-campus interview.
- Offer possible dates available for the campus interview.
- If applicable, provide the candidate with a deadline by which s/he should accept or decline the invitation to interview.

## III. After the Candidate Has Accepted the Interview Date

Questions to ask the candidate:

- What equipment, if any, s/he requires if there is to be a presentation/open forum/seminar.
- If s/he would like to request any reasonable accommodation(s) for a disability.
- If there is anyone s/he would like to meet with during the campus visit, such as a member of the ALLY Association, Black Caucus, Black Cultural Center, Latino Faculty and Staff Association (LaFaSA), Latino Cultural Center, Native American Education and Cultural Center, veterans, Women's Resource Office, or staff that provide accommodations for individuals with disabilities.

## Planning the Interview Day Checklist

- If s/he has any requests regarding meal preferences, should meals be a part of the interview agenda.
- If the department is making lodging and/or travel arrangements, ascertain the candidate's preferences.

Arrangements about which the department should let the candidate know:

- Whether the department or the candidate will be responsible for making travel arrangements.
- What information the department plans to send the candidate about the campus visit, e.g. an agenda, campus map, departmental information, etc., and when to expect the information to arrive. At a minimum, an agenda of the interview day should be sent to the candidate in advance of his/her campus visit.
- Who the candidate can contact in the department should s/he have questions before the interview day.

Prepare for each candidate a packet of information regarding the Lafayette/West Lafayette Area. This packet may be included in the materials sent to the candidate before the on campus interview, or distributed to candidates during the on campus visit. Regardless, the materials should be distributed to all candidates at the same time in the interview process.

### IV. Finalizing the Agenda

- Meetings with the Candidate.
  - o Finalize who will meet the candidate.
  - o Finalize where the meetings will take place and reserve rooms.
    - Note: Ensure all rooms used throughout the interview day are accessible to individuals with disabilities, as needed.
  - o Finalize the amount of time for each meeting on the candidate's agenda.
  - o Allow time on the agenda for breaks, where appropriate.
  - o Allow travel time between meetings.
  - o If the candidate is to give a presentation and/or seminar and/or open forum, allow 15-30 minutes prior to the event for the candidate to prepare.
- Reserve equipment, such as a laptop, a projector, a dry erase board, a flip chart, and obtain internet access, etc., for presentations; obtain equipment and internet access passwords, if needed.
- If desired, make arrangements for any refreshments that are to be available during any of the meetings.
- Meals during the interview day.
  - o Determine which meals, if any, will be part of the interview day.
  - o If meals are to be a part of the on campus interview:
    - Consider dining options that offer a variety of selections in order to allow for individual needs, e.g. vegetarian options or restrictions due to allergy, such as shellfish, dairy, or gluten.

## Planning the Interview Day Checklist

- Make restaurant reservations, if appropriate. If required, assure that the restaurant of choice is accessible to individuals with disabilities.
- If the candidate is to eat on his/her own during the interview day:
  - It is recommended that the department supply the candidate with a list of eating establishments within walking distance of the last interview meeting before the meal.
  - Plan to have someone from the department meet the candidate after the meal to escort him/her to the next appointment.
- Confirm the availability of interviewers for the scheduled date, time, and place of interviews.
- Make travel and lodging arrangements, if the department has elected to provide these for the candidate.

### V. Preparing the Candidate for the Interview Day

Prior to the Interview Day, send to the candidate the following items.

- Letter that includes the following information:
  - confirms interview day and date,
  - invites the candidate to notify appropriate person should s/he wish to request a reasonable accommodation for disability,
  - invites the candidate to notify the department should s/he wish to meet with someone from his/her identity group during the campus visit, such as a member of the ALLY Association, Black Caucus, Black Cultural Center, Latino Faculty and Staff Association (LaFaSA), Latino Cultural Center, Native American Education and Cultural Center, veterans, Women's Resource Office, or staff that provide accommodation for individuals with disabilities,
  - notifies the candidate of the expectations and parameters for a presentation/open forum/seminar, and
  - provides the candidate with a department contact person for questions about the campus interview.
  - Sample language that may be used in preparing this letter may be found at <http://author.www.purdue.edu/ethics/oie/documents/SampleLanguageforLtr.pdf>.
- Agenda that includes the names of those persons with whom the candidate will meet.
- Campus map.
- Departmental, campus, and community information, e.g. relevant publications.
- University employee benefits information, if desired.
- Travel and lodging information.
  - If the department is making the travel and lodging arrangements, include a travel itinerary and confirmation numbers.
  - If a department or search committee member will be providing transportation from the Indianapolis airport to the West Lafayette, include information about where and when the candidate will be met by this person.

## Planning the Interview Day Checklist

- If the candidate will be driving to campus, include a parking pass or information on how s/he can obtain one and information about where to park.
- If the candidate is to make his/her own travel and lodging arrangements, include information regarding the department's reimbursement process and the documentation necessary for reimbursement.

### VI. Preparing the Interviewers for the Interview Day

- Provide all parties involved in the interview day with the candidate's agenda.
- Prepare and distribute to interviewers:
  - a copy of the candidate's credentials (curriculum vitae or résumé),
  - a job description,
  - the interview questions, if applicable,
  - the Table of Appropriate and Inappropriate Questions of Applicants During the Interview Process, which may be found online at [http://author.www.purdue.edu/ethics/oie/documents/Appropriate\\_InappropriateQuestions.pdf](http://author.www.purdue.edu/ethics/oie/documents/Appropriate_InappropriateQuestions.pdf),
  - candidate evaluation forms, and
  - any other materials relevant to the interview.

### VII. Preparing for a Presentation/Open Forum/Seminar

- Ensure that the requested equipment is in the room and ready for use.
- Ensure that the room is accessible to individuals with disabilities, i.e. no obstructions to paths of travel, wheelchair seating available, etc.
- If the candidate has been asked to prepare handouts in advance, the department may wish to have a faculty or staff member available to distribute materials, if needed.
- Prepare and distribute candidate evaluation forms.
- Collect evaluations forms at the conclusion of the session.

### VIII. Concluding the Interview Experience

- Thank the candidate for coming to campus to participate in the interview process and, if it is a candidate of continued interest, invite him/her to contact you should he/she have any additional questions.
- Inform the candidate of the next steps in the selection process and when he/she can expect to hear about his/her candidacy.
- Escort the candidate to the hotel or airport, if appropriate.