Tips for the Interview Process

Adapted from Cornell University ADVANCE: Faculty Search Guidelines
Selecting Candidates to Interview

• Build in several checkpoints at which to evaluate your current pool
• Be sure that all committee members read all applications
• Use predetermined selection criteria to rate applications
• Include top candidates across different criteria for the shortlist
Selecting Candidates to Interview

• For a fairer evaluation, plan to interview more than one woman or minority candidate
• Prepare written documents to describe reasons for rejecting candidates
• Promptly notify those not selected for further consideration
Inviting Candidates to Campus

- Send candidates complete and diverse information as packets and a list of web resources
- Make all travel arrangements promptly and efficiently
- Make it clear how candidates will be reimbursed for any expenses
Inviting Candidates to Campus

- Ask candidates if they have specific people they wish to visit, and arrange for such visits
- Send candidates the final schedule and list of arrangements
- Provide candidates with contact information for someone who can help with last-minute problems
- Arrange for the candidate to be met by someone who will make a good impression and set the candidate at ease
Managing the Campus Visit

• Use the visit to show that you are seriously interested in the candidate, and to convince him/her that this is a good place to come.

• Distribute information about relevant policies (dual career, parental leave, modified duties, etc.) to all candidates.

• Share the department’s retention plan.
Managing the Campus Visit

- Share departmental features that are attractive to new hires, such as
  - Clear and public policies and procedures for evaluation and promotion
  - Mentoring resources for junior faculty
  - Explicit plans to promote gender equity within the department
Managing the Campus Visit

- Give candidates a tour of the department, campus, and community
- Give candidates the opportunity to visit specific individuals of interest to them
- Arrange a visit to the Women’s Center in Sloss House for women candidates
- Give candidates a chance to interact with faculty in multiple venues, formal and not so formal
Managing the Campus Visit

- Focus on the candidate’s ability to perform the essential features of the job
- Avoid making assumptions based on race, gender, age, marital status, etc.
- Use a set of common questions with all candidates
- Introduce women and minority members of the department to all candidates, not just to women and minorities
Managing the Campus Visit

- Provide all candidates with a list of things they can discuss, including:
  - Lab space, renovation, equipment
  - Research assistants, administrative support
  - Summer salary, travel/discretionary funds
  - Moving expenses, partner accommodation
  - Teaching and committee assignments
Managing the Campus Visit

- Avoid leaving candidates alone with faculty who may be hostile to hiring women or minorities.
- If a candidate is confronted with racist or sexist remarks, take positive and assertive steps to defuse the situation.
- Be sure there is a practice in place in the department for dealing with such attitudes.
Finalizing the Search

• Solicit written remarks from those who met with or interviewed candidates
• Document the search process and final candidate rankings
• Arrange a second visit for the top candidate
Finalizing the Search

• Consider appointing an advocate or mentor to help the candidate with the negotiation process
• Arrange placement interviews or other opportunities for the candidate’s partner, if needed
• Assist the candidate in contacting a realtor, child care provider, schools, etc.
Finalizing the Search

• Call or email all finalists not selected as soon as the offer has been accepted, and follow up with a formal letter

• Evaluate the search process for what went well, what didn’t go well, and how to make the next search better