

Interview Questions:_(title)_____ **F**_____ **z**

Applicant Name: _____ Date: _____ Interviewer: _____

Search Committee Chair begins the interview by:

- Initiating the introduction of the interviewers.
- Providing a brief description of the position duties and department.
- Describing the format of the interview: standard questions; we take turns asking them; we may have some follow up questions based on your answers and application materials; we are required to take notes; candidate will have opportunity to ask questions (throughout? At the end?)
- Asking if the candidate has any questions before you get started with the interview questions

1.

2.

3. Do you have any questions for us?

Search Committee Chair Closes the interview by:

- Asking the candidate if s/he has any questions for the committee
- Describe next steps (anticipated completion date of interviews; select few invited back to meet with hiring authority)
- Define who the candidate can contact if they have any questions (usually the Search Committee Coordinator)
- Thank them for coming

*** If this is the last interview of the round, the committee should discuss the relative merits of the candidates and decide which candidates they believe the Hiring Authority should meet with as a second-round interview. The committee should NOT rank the interviewees; only reach consensus as to which candidates should advance in the process.