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| *This page is intended to assist with interview preparation. If this page is not needed, print the document starting on page two.*  **Interview Preparation Checklist** |

A room has been reserved  
 Application/Resume/CV of candidate has been reviewed  
 Questions have been prepared based on required competencies for the role  
 A note-taker has been assigned

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| **Interview Opening** |

Introduce Search Committee members (include position title and relationship to the vacant position)  
  
 Provide a brief overview of the role (i.e., core responsibilities)

***Note****: Take care to avoid giving information that may prompt or influence the candidate’s responses (e.g., current or potential issues this role faces, or information about the culture of the department/institution).*

Introduce the behavior-based interview method

**Example Introduction:**

*Before we begin, we’d like to first give you a brief description of how this interview is structured, as it may be different from interviews you’ve had in the past.   
  
First, we will ask you a series of questions, which will be either job-specific or behavior-based. We will be using the* ***STAR*** *format for behavior-based questions, which means that we’d like to know of the* ***specific situation*** *that you were in* ***or*** *the* ***task*** *that you needed to accomplish, the* ***action*** *that you took, and the* ***end result.*** *After our structured interview questions, you will have the opportunity to ask us any questions that you might have about the position and our department.*

*We will be taking notes throughout our interview, so that we can review all interviews objectively. For this reason, we may pause briefly between questions to ensure that our notes are complete.*

*Do you have any questions before we get started?*

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| **Helpful Tips** |

* Keep comments and gestures neutral.
  + Saying “thank you” and nodding are more appropriate than saying “that’s great!” or frowning.
* If the candidate gives a generalized answer, use follow up questions.
  + Example: “Do you recall a *particular* situation…?”
* If a candidate gives an incomplete response, such as leaving out the result, use follow up questions.
  + Example: “How did that turn out?”
* Notes should be **factual** in nature.
* Each response should be scored independently of all other responses made by the candidate.

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| **Position:** | | **Posting #:** |
| **Department:** | | **Date/Time of Interview:** |
| **Candidate Name:** | | **Interviewer Name:** |
| **Search Committee Members:** | |  |
| **Opening Questions** | | |
| ***Recommendation****: Open the interview with general, experience-related, or job-specific questions.*  ***Instructions****: Type questions below.* ***To add question slots****, right-click within the last row and select “Insert Row Below.”* ***To remove question slots****, right-click within the row and select “Delete Row.”* | | |
| **QUESTION** | **NOTES** | |
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| **Behavior-Based Questions** | | |
| ***Recommendation****: Determine which competencies are most important for success in this position and select questions based on those competencies. Use our Competency-Based Interview Question Library.* ***Instructions****: Insert questions below. Add or remove question slots as need. Listen for the Situation/Task, Action, and Result. To identify follow-up areas, check the applicable boxes once each component has been satisfied.* | | |
| **QUESTION** | **NOTES** | |
| 1. Situation/Task Action Result |  | |
| 1. Situation/Task Action Result |  | |
| 1. Situation/Task Action Result |  | |
| 1. Situation/Task Action Result |  | |
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| 1. Situation/Task Action Result |  | |
| **Career Assessment Questions** | | |
| *The following questions are recommended to further assess career interest. Add or remove questions as needed.* | | |
| **QUESTION** | **NOTES** | |
| 1. Considering each position that you’ve held, which one did you enjoy most? Why? |  | |
| 1. Which prior position did you least enjoy? Why? |  | |
| 1. On your last performance evaluation, which three areas were rated as your strongest? |  | |
| 1. Based on your last performance evaluation, tell me two areas you could improve on. *Follow-up question: What, if anything, have you done to improve upon these areas?* |  | |
| 1. Tell me about your career goals for the next 2 to 5 years. |  | |

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| **Interview Close** |

* Provide a brief, balanced, and realistic overview of the University, Department, and role.
* Describe the **next steps** in the selection process (e.g. second interviews, reference checks, etc.) and provide a clear **timeframe** for notification of the outcome of his/her application.
* Thank the candidate for his/her interest and time.
* ***Don’t forget to inform the candidate* *(preferably via a phone call) of the result***.