Search Firm Guidelines: Interviewing the Candidate

Review this section before applications are received and reviewed.

Checklists to complete during this phase:

- Documenting the Search
- The Interview Process
- Making the Offer

Documenting the Search

Once an organization has chosen a search firm, there are steps that can help the recruiting process go smoothly:

☐ Keep a summary of Search Committee meetings and a list of the committee members

☐ Design form to track candidates at each step of the search process

☐ Create and maintain a file for each interviewed applicant that include tracking form, correspondence, materials submitted, and documentation that pertains to each candidate

☐ Ensure that documentation provides rationale for search committee decisions and recommendations

The Interview Process

Consider the following steps while developing the interview agenda and format:

☐ Review interview process with all interviewers, including:
  
  - Relevant information about the position: job description, essential functions of the job, necessary areas of inquiry
  - Responsibility to emphasize positive aspects of UAB
  - Interview format and schedule; Importance of consistency of questions for all candidates
  - Confidentiality expectations
  - Rating sheets and timeline
  - The interview process and campus visit

☐ Develop interview format to include:
  
  - Welcome
  - Questions to be asked of the candidate
Interviewing the Candidate

- Questions from the candidate to the committee
- Current status of the search process
- Closing

☐ Schedule and reserve meeting spaces for interviews, and communicate to interviewers

☐ Develop questions that relate to the position based upon job description

☐ Develop interview rating sheet and distribute to all interviewers

☐ Consider having each candidate perform relevant job skills during the interview (such as teach a class, make a presentation)

☐ Confirm interviews and campus visits with letters, including an information packet with the following: Position title, Department name, a UAB campus map, a Birmingham map, and roster of the interviewing committee

☐ Provide transportation to and from airport and hotel and an individual to escort the candidate for interviews

☐ Conduct interviews

☐ Collect and synthesize rating sheets for each candidate from all interviewers

☐ Collect rating sheets and combine scores for each candidate from all interviewers; Collect and review additional documentation such as reference checks and written materials related to the established criteria

☐ When considering candidates who are comparably qualified, strongly regard affirmative action and diversity goals

☐ Ensure that all committee opinions are expressed to search committee

Making the Offer
Consult the following list to ensure the appropriate steps in making an offer are taken:

☐ Negotiate compensation package within university guidelines

☐ Send letter of offer reflecting the guidelines established by the Office of Human Resources

☐ Secure a signed letter from the selected candidate indicating acceptance of the position