

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

- 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