

Recruiting New Colleagues Tip Sheet: Elevating the On-Campus Interview Experience

Before considering the following tips for elevating the on-campus interview experience, take into account the following three “overarching questions:”

- a) What stands out to you as the most helpful facet of your on-campus interview at Wake?
- b) What do you think should have been part of the interview process, but was missing, at Wake?
- c) From a diversity and inclusion perspective, what sense did you get for diversity and inclusion at Wake? What factors specifically contributed to this sense (what was present/absent)?

The responses to each of these questions will help you plan (and) prepare for better on-campus interviews for candidates while strengthening the intentional nature of the on-campus interview itinerary.

General Tips for Elevating the On-Campus Interview Experience

- If a pre-interview occurred prior to the on-campus interview (i.e., Skype; informational interview at a professional conference; phone interview; etc.) make sure to not ask the same questions during the on-campus interview, or at least prepare candidates to expand on their answers
- Structure the interview to gather the most job-relevant information possible, in as objective a manner as possible
- If a structured interview format (highly recommended) is being used by the search committee, then share that format with all individuals meeting with the applicant and ask them to consider using that format as a template to follow, if not adhering to it completely
- Ensure to ask, at a minimum, the same questions of each on-campus interviewee, and try to keep follow-up or probing questions to a minimum
- Always leave time for individuals to ask questions, and the search committee should consider leaving at least one “flexible” slot in the itinerary in case the candidate would like to meet with an individual not on the original itinerary (this enables both the search committee and the candidate to get the most out of the visit)
- Do not ask questions about one’s personal life, immigration status, family goals and plans, or any other illegal questions; these sorts of questions are particularly likely to occur during “informal” aspects of the interview such as meals or trips to and from the airport (which is still problematic)
- Be intentional about connecting candidates’ interest to individuals and resources from the Office of Diversity and Inclusion, or the related Centers (i.e., the Intercultural Center, the LGBTQ Center, and the Women’s Center), which can serve as resources to *all* candidates

General Tips for Search Committees

- Prior to finalizing an on-campus itinerary with a candidate, send them a “draft” itinerary and ask them if there are campus partners, offices, centers, potential colleagues, etc. that they would like to engage with but are currently missing from the “draft” (and work as quickly as possible to contact those offices to gauge availability)
- Research indicates that candidates who have attended, worked in, and/or have been mentored in “prestigious” environments are rated “higher” or “better” after an on-campus interview; however, it’s unclear why those individuals were “better” from an objective perspective. Consequently, especially during on-campus interviews, search committee members should consider their own biases in favor of “prestigious” variables
- Search committee members should feel supported in raising issues of bias or inequities during the post-interview, candidate review process
- Search committee members and department chairs, unit heads, supervisors, etc., should familiarize themselves with campus-wide demographic information, available on the [ODI website](#)