

## 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

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### 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