Stephen F. Austin State University
Human Resources
Search Committee Training for Faculty and Staff Positions

Tips for Conducting the Interview

Before the Interview

- Book an appropriate location
- Review the job description
- Draft and agree upon the interview questions to be asked
- Review the candidate's resume/application
- Agree on the format for the interview
- Ensure that you know and can identify the indicators of the candidate's ability to perform the job

During the Interview

- Introduce the committee members
- Describe the format of the interview – always ask interview questions first – then describe the job
- Ask open-ended job/experience related informational, situational, and behavioral questions
- Let the applicant do most of the talking
- Keep the interview on track
- Observe nonverbal behavior
- Take notes – but do no editorialize – only record facts and their response
- Leave time for the candidate to ask questions
- Let them know you will be checking references and pursuing references not listed on the application/resume.
- Ask if there is anyone they should not contact and why.
- You must check at least one current or previous supervisor/employer out of two work history references.
- Describe the remainder of the search process and the time it will take
- Thank the candidate for his or her time.

After the Interview

- Give the candidate a brief overview or written synopsis of benefits (holidays, vacation, sick leave, health insurance, life insurance, TRS)
- Answer any questions related to salary
- Evaluate the candidate
- Document the interview.

Taken from: **Search Committees: A Tool Kit for Human Resources Professionals, Administrators, and Committee Members** – CUPA-HR (College and University Professional Association for Human Resources) by Christopher D. Lee, Ph.D., SPHR