

On-Campus Interview Guidelines

The interview process should simultaneously sell the merits of joining the University of North Carolina at Charlotte community while offering an opportunity to evaluate candidates' credentials, experience, and skill set. To make the most of the time-intensive interview process, advance preparation on the part of the committee should be utilized as much as possible. The following steps are useful in preparing for interviews and conveying a sincere interest to the candidates:

1. Focus on the importance of attention to detail when planning campus visits.
2. Confirm arrangements for campus visits as far in advance as possible, and in writing. Prior to the visit, the candidate should receive an itinerary or a draft itinerary of the visit. The finalized itinerary should be given to the candidate in as far advance as possible.
3. Unless there are unforeseen circumstances, search committee members involved in the interview process should be present for all interviews.
4. Be thoughtful in determining who the candidates will meet. Include people with whom the candidate may interact and collaborate with in the future. Explain to the candidate the relevance of each person on the interview schedule. Ask candidates if there are individuals with whom they might like to meet, or if there are particular questions that may best be answered by individuals outside of the interview process.
5. Prepare a list of questions from the list of required and desired qualifications stated in the job advertisement. These questions must be posed to all candidates (follow-up questions can differ from candidate to candidate based on responses). Review the questions in advance to be certain that they do not reflect any hidden biases or assumptions, and that they will not unfairly penalize candidates from underrepresented groups.
6. Avoid altering the agreed upon itinerary. Confirm appointments with individuals on the interview schedule in advance of each interview to avoid no shows and, if necessary, to identify possible replacements.
7. Avoid large unscheduled gaps of time; however, schedule breaks during the day for the candidate to breathe and reflect.
8. Plan to hold meetings in accessible locations. When contacting the applicants to arrange the interview ask all selected applicants whether they will need any accommodations during the interview process. Also ask if there are any dietary restrictions if meals will take place. If accommodations are requested either before or at the time of the interview thank the candidate for bringing their need(s) to your attention.
9. In order to facilitate full participation, it is useful to distribute a schedule, listing all interviews, dates and times to all involved individuals. If a candidate is making a presentation, invite all faculty, staff, and students.
 - If the candidate will be participating in an open forum, provide the date, time and location to the campus community. This information can be published on the search website (if there is one) and in [Inside UNC Charlotte](#). Depending on the position, it might be appropriate to have separate open forums, one for students and one for faculty and staff.
 - Open forums give the campus community the ability to ask questions of the candidates and are recommended for positions at the level of Associate Vice Chancellor and Associate Provost and above.
10. Provide candidates with information regarding resources available on campus and in the Charlotte area, including benefits. You can also share information such as the University's Strategic Plan and different initiatives across campus that are related to the open position.

Links and Information

- [EHRA Non-Faculty Administration Website](#)
- [EHRA Non-Faculty Recruitment and Selection Website](#)
- [Office of Legal Affairs Interview and Search Committee Guidelines](#)
- Contact eparecruitment@uncc.edu with any questions.