

During the interview

- a. Follow the plan established before the interview process and allow enough time for the interviews.
- b. The chair (or committee member) begins by introducing themselves to the applicant.
- c. Other committee members present should also be introduced.
- d. Explain to the applicant the purpose, format, and agenda of the interview.
- e. If the telephone/zoom interview is being recorded for some reason, ensure that notice of such recording is provided to the candidate at the beginning of the interview and obtain the candidate's permission to record.
- f. Briefly review the position and, in general, what will be expected of the successful applicant.
- g. Give the applicant a moment to become comfortable and have an idea of what will be happening.
- h. Note taking by committee members is encouraged as an aid to recall and to ensure accuracy.
- i. As the interview proceeds, listen carefully and allow the applicant sufficient time to respond to inquiries. If the applicant tends to answer excessively, the chair should interrupt and move on to the next area of inquiry. The key is to combine good listening with good use of questions. Don't rush through the process and be sure to take time to answer the applicant's questions.
- j. Conclude the interview by thanking the applicant for taking the time to speak with the committee and explain what will happen next, i.e., the rest of the selection process. However, do not make commitments you can't keep (i.e., scheduling an on-campus interview at this time).
- k. Maintain documentation of all phone / zoom interviews (including recordings, if any are made) in the search records.
- l. Meet and discuss members evaluation of the candidate very soon after completion of all interviews to identify candidates to move on to the final, campus visit stage
- m. Resources:
 - [Best practices for virtual interviewing](#)
 - [Crafting Inclusive Interviews](#)
 - [Consistency and Equity in Online Interviews](#) (University of Virginia)