Zoom / Phone Interview Script

Good morning/afternoon [insert candidate name], first we would like to record this interview so committee members who are not here can view the interview. Do we have your permission to record this interview?

Welcome [insert candidate name] we are so pleased to have you with us today. Your background is impressive, and we look forward to getting to know you better. I am {Name} chair / member of this Search Committee. I will ask that members of the search committee introduce themselves, prior to asking their question.

We will have XX minutes together. During the first YY minutes, we will ask some questions to learn more about your background and your approach to the role. We will leave approximately ZZ minutes at the end for you to ask a few questions of us. We will start with a question to introduce yourself in relationship to this position.

1. An opening question to help the candidate introduce themself and speak about their career and experience as it relates to the position. [Example: Tell us about yourself, your career progression, experiences in relationship to this XX position.] (which SC Member)
2. Additional questions, each addressing the knowledge, skill, or disposition of the candidate as it relates to the position requirements.   
   [The search committee should jointly develop and order these questions; as many committee members as possible should participate by asking these questions.]
3. *Example Diversity question:*   
   SIUe’s student body is diverse by gender, race, sexual orientation, culture, and socio-economic status. SIUE is committed to equitably serve this diverse student body. Can you tell us about how you might contribute to this commitment through your teaching, research, outreach services, or in any other way?
4. Allow time for the candidate to ask any questions they might have.
5. Wrap up providing information about the search process.   
   As we wrap up, let me provide you the logistics for this search. We hope to complete this stage of identifying candidates for a campus visit in {state approximate month / weeks}. We hope to inform candidates we are inviting for a site visit {state approximate month / weeks}. We expect the site visits to happen in the {state approximate month / weeks}.