

SEARCH FIRM GUIDELINES CHECKLISTS

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

Documenting the Search Checklist

Once a search firm has been chosen, 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 Checklist

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 to include 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 Checklist

Consult the following list to ensure the appropriate steps are taken when making an offer.

- Negotiate compensation package within university guidelines.
- Send letter of offer reflecting the guidelines established by UAB Human Resources.
- Secure a signed letter from the selected candidate indicating acceptance of the position.