

Interviewing the Candidate Checklists

This checklist provides guidance for departments on how to manage the interview process through Central HR Talent Acquisition. Review these steps before applications are received and candidates are evaluated to ensure a consistent and compliant hiring process.

Checklists to Complete During the Recruitment Process:

- Documenting the Search
- The Interview Process
- Making the Offer

Documenting the Search Checklist

Once a search firm is chosen, follow these steps to ensure a smooth and well-documented recruitment process:

- Maintain Meeting Records:**
Keep a summary of all search committee meetings and a list of committee members.
- Design a Tracking Form:**
Develop a form to track candidate progress at each search process step.
- Create Applicant Files:**
Maintain a separate file for each interviewed applicant, including tracking forms, correspondence, submitted materials, and all documentation related to each candidate.
- Document Decisions:**
Ensure all documentation provides a clear rationale for search committee decisions and recommendations.

Interview Process Checklist

Follow these steps when planning the interview agenda and format to ensure consistency and compliance:

- Review the Interview Process:** Discuss the interview process with all interviewers, including:
 - The job description, essential job functions, and key areas of inquiry.
 - The responsibility to highlight the positive aspects of UAB.
 - The interview format, schedule, and the importance of consistency in questions for all candidates.
 - Confidentiality expectations and guidelines.
 - Use of rating sheets and adherence to the established timeline.
 - The interview process and any campus visit details.

- Develop an Interview Format:**
Include the following in your interview plan.
 - Welcome and introduction.
 - Structured questions to be asked of all candidates.
 - Opportunity for candidates to ask questions to the committee.
 - Information on the current status of the search process.
 - Closing remarks and next steps.

- Organize Interview Logistics:**
 - Schedule and reserve meeting spaces for interviews.
 - Communicate details to all interviewers.
 - Develop job-related questions based on the position description.
 - Create and distribute interview rating sheets to all interviewers.
 - Consider including job-related tasks for candidates, such as teaching a class or making a presentation.

- Coordinate Candidate Visits:**
 - Confirm interviews and campus visits with formal letters, including an information packet (position title, department name, UAB campus map, Birmingham map, and list of interviewers).
 - Arrange transportation to and from the airport and hotel.
 - Assign an escort to guide the candidate during their visit.

- Conduct the Interviews:**
 - Ensure the interview process is conducted as planned.
 - Collect and synthesize feedback from rating sheets for each candidate.
 - Review additional documentation, such as reference checks and written materials related to the established criteria.
 - When considering candidates with comparable qualifications, prioritize UAB's affirmative action and diversity goals.
 - Ensure all committee members' opinions are expressed and considered.

Making the Offer Checklist

To ensure compliance and alignment with UAB guidelines, follow these steps when making an offer:

Negotiate the Compensation Package:

Work within university guidelines to negotiate a fair compensation package.

Prepare the Offer Letter:

Send a letter of offer that reflects UAB Human Resources guidelines and is approved by UAB Talent Acquisition.

Obtain Candidate Acceptance:

Secure a signed letter from the selected candidate indicating acceptance of the position.