



INTERVIEW PREPARATION CHECKLIST

STATUS	TASK	ASSIGNED TO	DUE DATE
	Make travel arrangements for each candidate (arrange for hotel and flights, department should pay rather than reimburse candidate)		
	Arrange for transportation to and from airport/train station and to and from hotel on day of interview		
	Determine if the candidate has any disability accommodations that need to be met		
	Determine if the candidate has any logistical requests (bringing a nanny, will need to breast feed, bringing a spouse, etc)		
	Make arrangements for disability accommodations and logistical requests		
	Arrange for someone to pick the candidate up at the airport/train station; include their name in itinerary		
	Arrange for someone to pick the candidate up at the hotel the day of the interview; include in itinerary		
	Arrange for a faculty member to accompany the candidate to and from interviews and meetings; include in itinerary		
	Arrange for the candidate to attend campus events or create a forum and invite students, faculty and other interested university faculty and staff; include in itinerary		
	Host a lunch or dinner with the candidate and invited stakeholders (departmental faculty, faculty from other schools/departments etc); include in itinerary		
	Schedule a meeting between the candidate		

	and appropriate HR staff to answer questions about benefits, local resources, relocation services, dual career assistance, and work/life resources; include in itinerary		
	If appropriate, arrange for a tour of the surrounding area; include in itinerary		
	Create an itinerary for each candidate's visit. Schedules should have the same content and activities for each candidate. They should include the names, rank and department of people the candidate will meet. Make sure the schedules account for any disability accommodations and logistical requests. Consider scheduling a 30 minute break for the candidate where they do not meet anyone.		
	Create a welcome packet for each candidate: travel and hotel information, itinerary, list of reimbursable expenses, contact information for staff who handle reimbursements, brochures or hotlinks for information about the department, school, and surrounding area; employment benefits, Department mission and goals, university strategic plan, history of the university, organizational chart, faculty handbook.		
	Send welcome packet to candidate 2 weeks before the interview		
	Call the candidate 2 days prior to the interview to confirm and determine if they have any further needs.		