

Interviewing Guide

Advice and Helpful Tips

**University of Wisconsin
Oshkosh**



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Preparing for the Interview

Communicate with the candidates

- After scheduling the interviews, send each candidate an email confirming dates, times, and important details. If the candidate will be asked to make a presentation, make sure a prompt is provided with expectation details.
- Make sure the candidates possess a temporary parking pass and are aware of their parking options for their visit. A **campus map** is included on the recruitment website to be provided to candidates.
- If applicable, coordinate travel arrangements after consulting with Human Resources and the Office of Equity and Affirmative Action.
- Make sure the candidates know whom they will be meeting with during their visit. A **template interview schedule** is provided on the recruitment website to send to each candidate.

Preparing for the onsite visit

- Establish a list of questions for each interview session. You may reference the interview question bank available on the recruitment website. Try not to repeat any questions throughout the interview sessions.
- Reserve a conference room on campus where the interview can be held. Ensure the room is properly arranged for the interview with necessary equipment (tables, chairs, podium, etc.).
- Communicate the following to each colleague interviewing the candidates:
 - Schedule time on interviewers calendars, including information about which position the interview pertains to and room/office on campus where they will be interviewing the candidates.
 - Provide a copy of the position description to be reviewed by each interviewer, focusing on requirements and preferences, and overall tasks of the job.
 - If questions are being provided to the interviewers, provide this list well before the onsite interviews take place to be reviewed prior to the interview.
 - Provide candidate information to each interviewer, such as a resume, cover letter, and brief candidate overview gathered from a phone interview, etc.
- If applicable, contact Human Resources to send out a campus wide email invitation for open forum interviews.
- Review the position description in detail shortly before the interview to refresh your focus on the position's duties and necessary qualifications.
- Review the candidates' application materials in detail shortly before the interview. Also, review any phone interview notes you may have.
- Assign escorting the candidate to and from interview sessions; include time and place reminders.
- Establish a timeline for the remainder of the recruitment process to explain to candidates. Let them know when they will be hearing back about the status of their candidacy.
- Consider what questions the candidates may ask in order to provide a helpful, detailed answer to better the candidate's understanding of the position and environment.

Conducting the Interview

During the onsite interview

- Welcome the candidate to UW Oshkosh, shake hands, thank them for their time and patience throughout the recruitment process.
- Introduce yourself and your role within the University and in relation to the position they've applied for.
- Provide the candidate with your business card.
- Offer the candidate a refreshment.
- Ensure the candidate knows where the nearest restroom is located.
- Avoid distractions (turn cell phone off, set email and phone to "do not disturb").
- Be conscious of making eye contact and being attentive to the conversation.
- Always ask follow-up questions; this is where you will gather and confirm some of the most important information from past experiences.
- Take notes throughout the conversation, however, do not include any information about the candidates' appearance, race, sex, etc. Also, review the questions that cannot be asked during an interview included in the interview question bank available on the recruitment website.
- Keep in mind that the candidates are quite nervous during the interview and try to keep them at ease during the process.
- Always leave at least five minutes before concluding the interview to allow the candidate to ask questions to the interviewers.
- Conclude by reviewing the timeline of the recruitment process and inform them of when they will be hearing back from the Search and Screen Chair.