

# CHANGES TO THE INTERVIEWING PROCESS:

- **Number of committee members required for interviewing – this includes the committee chair:**
  - ✓ A minimum of five members for College Director/Dean level positions and above (HR Director must be part of the committee).
  - ✓ A minimum of five members for faculty positions.
  - ✓ A minimum of three members for staff/administration positions.
  - ✓ At least one committee member must be female and one must be male. There does not need to be an equal amount/ratio of female/male participants.
  - ✓ No committee required for maintenance/custodial positions.
  - ✓ No committee required for part-time positions.
  
- **Department representation on the committee:**
  - ✓ A committee member cannot be someone who would be reporting to the eventual successful candidate (i.e., his or her future subordinate).
  - ✓ Your committee should have strong representation from your own department and the departments in which the position will interact with the most.
  
- **General Notes:**
  - ✓ The interview location should always take place at the location in which the employee will work. For example, if the hire is to work in Waynesville, the interviewing must take place in Waynesville.
  - ✓ The committee chair should conduct a phone screen prior to having the candidates attend in-person interviews. During the phone screen, pay and benefit particulars should be shared to ensure the candidate is still interested.