

Interview Process Guidelines

Number of committee members required for interviewing – this includes the committee chair/hiring manager:

- A minimum of five committee members for Director/Dean level positions and above.
- Chief Human Resources Officer must be part of the committee for executive level positions (Chief/Vice Chancellor level positions and above).
- A minimum of five committee members for faculty positions.
- A minimum of three committee members for staff/administrative positions.
- There should be male and female representation on the committee. An equal ratio when possible.
- A minimum of two committee members for maintenance and custodial positions.
- No committee is 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 (ex. Their future subordinate).
- Your committee should have a strong representation from your own department and departments in which the position will interact with the most.
- At least one committee member should be from outside the department hiring the position.

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. Consider the following topics:
 - Pay and benefits. Be sure their pay expectation is in line with the position's salary range.
 - Ask if they have any questions regarding the job description or job requirements (travel, physical demands, certifications, etc.).
 - Discuss any employment gaps or areas of their resume that need clarification.
 - Give them an opportunity to ask questions about the position.
 - Provide them with an estimated hiring timeline and process (panel style interview, more than one interview, anticipated start date, etc.).