

Interview Outline:

1. Welcome & Search Committee Introductions
2. Provide information to the candidates about IUP
3. Provide information to the candidate about the department
4. Notify candidate of CBA the position is under, if applicable
5. Notify candidate of Benefits information available on the IUP website: [Benefits - Office of Human Resources - IUP](#).
6. Provide a position overview for the candidate
7. Inform candidate of the Work Schedule
8. Job Description – To be provided during in person interview
9. Expectations – Discussed at In Person Interview
10. Ask candidates to provide an overview of their professional background/work experience.
11. Conduct approved interview questions
12. Ask candidate if have any questions
13. Wrap up and notify candidates of next steps

Search Committee/Hiring Manager Reminders:

1. Take special care to safeguard all candidate or nominee data. This includes being especially careful when using a photocopying machine or printer, or when leaving materials visible in your office, car, or home. If you have an assistant or someone else who helps manage your calendar and/or prepare your meeting materials, you cannot share search information with them. Please do not forward them messages or ask them to make copies or printouts for you. In addition, when putting items on your calendar, please be vague, nondescript, and mindful of confidentiality.
2. In all cases, avoid discussing confidential matters concerning the search process, candidates, or nominees in places you might be overheard, such as hallways, restrooms, or elevators.
3. Avoid statements about the exact number of candidates or the exact search schedule. The unexpected often happens, making changes to a search schedule is inevitable. The search committee chair serves as the spokesperson for the committee and will let committee members know what can be publicly shared. Leaks are damaging to the credibility of the search process and can result in the loss of stellar candidates who run a high professional risk through participation in a search.
4. You may be contacted by someone who offers data on a candidate. Do not acknowledge whether the individual is or is not a candidate. Refer the person to the search committee chair or consultants.
5. You may be asked if there are internal candidates. In some cases, there may be single or several plausible internal candidates. Internal candidates are due the same confidentiality as external ones. Simply say, "I cannot acknowledge whether there are or are not internal candidates, as they are due the same degree of confidentiality as external candidates, but I can acknowledge that this is an open search for both

external and internal candidates.”

6. Ensure the safety of all records after the search is completed, in compliance with institutional, state, and EEOC guidelines, including disposing of documents (i.e., rating forms) in a manner that retains candidate confidentiality. Also, please remember that all discussions by search committee members during meetings are confidential throughout the search process and in perpetuity.
7. Put aside personal agendas, biases, or political positions so that each candidate has an honest and fair evaluation.
8. Disclose all real or potential conflicts of interest to the chair of the committee.

Interviews:

Before inviting candidates for interview, provide interview questions to the Office of Human Resources for approval. Committees should develop a core set of questions for all applicants that will elicit sufficient information to make an evaluation of the candidates' qualifications and allow an equitable comparison of the candidates, including Diversity and Inclusion related questions. The Office of Human Resources may offer assistance and make recommendations regarding specific interview questions relevant to the position. To ensure equity, the interview experience should be consistent, providing the same opportunities to each candidate.

Once the search committee receives HR approval to proceed, the committee may go through as many rounds of interviews as necessary to identify the selected candidate. It is important, however, to be consistent during the interview rounds.

For example, if your first round of interviews is conducted via telephone or Zoom, conduct all interviews via telephone or Zoom regardless of the geography of any given candidate, (yes, even if one of your candidates is in state or on campus). After the first round, if you move to on-campus interviews, interview every candidate on campus. The final pool should include at least three (3) candidates.

All members of the committee should participate in all interviews to ensure fair and consistent evaluation of each applicant. Prior to conducting any interview, all search committee members should discuss the objective(s) of the interview, the main topics or areas to be covered during the interview, and the itinerary and arrangements for each candidate. Interview questions must be related to the job and essential to determining the candidate's qualifications for the position.

In addition, committee members should review the *Guidelines for Interview Questions* to be aware of questions that are unlawful and should not be asked during the interview. Everyone participating in the interview process should be made aware of inappropriate topics and questions. Also, please bear in mind that the same questions that are inappropriate or unlawful during a formal interview are also inappropriate and unlawful in a social or less formal interview session with an applicant.

Staff searches:

Once the hiring manager has made a final decision about the selected candidate, notification should be provided to the Office of Human Resources to make the offer and proceed with next steps, including the appointment letter to the candidate, contingent upon successful background clearances.

Veterans Preference:

The University provides hiring preference to veterans who possess the requisite qualifications for a vacant position and are eligible for appointment. The University shall grant hiring preference at the time when a veteran is in the finalist pool of any search. The finalist pool must be determined by the hiring authority based on the requisite qualifications criteria established prior to the commencement of the search. Qualifications must be job related and non-discriminatory and those qualifications used as the selection criteria must be established prior to the search commencing. These requisite qualifications will be incorporated into public solicitations and the position description for the purpose of making them known to applicants.

Notice of veteran's status is invited through the voluntary protected class self-disclosure, which is provided by applicants to Human Resources. As a general rule, veteran's preference is not applied in cases of promotion. Verification of veteran's status is accomplished by presentation of a copy of the veteran's DD214 to the Office of Human Resources.