

Interviewing Candidates

The interviewing of candidates who have been selected through the initial application screening process is an important step. Interviews allow us to make a positive impression on behalf of FTCC, to explain the requirements of the job and develop a better understanding of the candidate's qualifications in relation to the position.

Suggestions that help ensure that the interviewing process is a successful experience:

- Check that the applicants do meet the minimum qualifications as noted in the position announcement
- Notify Human Resources of the interview schedule prior to interviewing
- Wear name tag and have business cards available if requested by applicant
- Select a diverse committee and use the same committee for each set of interviews
- Ensure that if an applicant is using an FTCC employee as a reference that this person does not serve on the interview committee
- Read all material the candidate has provided prior to the interview
- Conduct interviews in a friendly, yet professional manner
- Introduce the committee members and explain their role in the process
- Provide candidate with a copy of the job announcement, job description, related organizational chart, program fact sheet, sample faculty schedule, course syllabus, and/or school calendar (if appropriate)
- Ask candidate to review the job announcement and job description, then ask if they know of any reason why they could not fulfill the job requirements
- Have questions checked by your supervisor and/or Human Resources to ensure that they are not considered discriminatory
- Ensure that all questions and conversations remain in direct relationship to job requirements
- Ask questions that are open ended
- Give faculty position candidates an opportunity for a 5-minute presentation on a topic they have selected from a listing provided prior to interview
- Provide candidate an opportunity to ask the committee members questions prior to closing the interview
- Provide candidate with a copy of the benefits brochure
- Provide candidate with a contact name and number in case there are questions later
- Advise candidate of the next steps in the hiring process and an estimated time line
- Inform the candidate that everyone who applies for a position will be notified once the position is filled
- Complete a copy of the interview profile sheet **prior to any discussion** with other committee members
- Score the candidate according to their qualifications of academic and work experience to the position NOT to the other candidates

Checking References/Verifying Employment Eligibility

- Include one reference check from their current or immediate past supervisor as stated in the Employment and Affirmative Action Manual [VI-4.3 (4) and 4.4 (4)]
- Complete at least three references as required for full-time employees [VI-4.3 (4), VI-4.4 (4), and VI-4.5 (2)] and two references for part-time employees [VI-4.6 (5)]
- Include one reference check from their FTCC supervisor if the candidate has previously worked for FTCC
- Provide references that are NOT from committee members nor family members