**CALS Sample Interview Prep List**

This list is an example of a tool to help you prepare for assessing candidates. This was compiled using the UW-Madison RAS Checklist, WISELI Guide for Search Committees and personal experience.

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PVL/Cert #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Resources:**

* CALS Recruitment, Assessment, and Selection (RAS) Plan: <https://hr.cals.wisc.edu/recruiting-information/>
* CALS Candidate Assessment information: <https://hr.cals.wisc.edu/recruiting-information/candidate-assessment/>
  + Provides:
    - Quick Guide to Interviewing
    - Sample screening form
    - Sample screening summary spreadsheet
    - Sample interview questions
    - Sample evaluation form
    - Sample questions and notes sheet
    - Sample reference check questions
* Campus Recruitment Toolkit <https://hr.wisc.edu/hr-professionals/recruitment/>
* WISELI Guide for Search Committees <http://wiseli.engr.wisc.edu/docs/SearchBook_Wisc.pdf>

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| **Responsible Party** | **Task** | **Date complete** |
|  |  |  |
|  | **At least one day before interview** |  |
| Screening team | Understand importance of a fair and equitable practice throughout the selection process   * Important to understand the impact of [unconscious bias](https://www.youtube.com/watch?reload=9&v=noQK0WQ01X4) |  |
| Screening team | Determine measurable assessment criteria (i.e. what are you evaluating the candidate on?) as it relates to the position in light of unconscious bias and before names of candidates are known such as:   * Minimum qualifications * Work History |  |
| Screening team | Determine measurable assessment methods/tools such as:   * Résumé screen * Presentations * Simulations * Interviews (this checklist assumes this method will be used) * Reference checks (this checklist assumes this method will be used) |  |
| Screening team | Determine interview format   * Number of rounds * Number of interview panels * Phone * Video * In person |  |
| Screening team | Determine the next steps of the hiring process in preparation of candidates asking  Things to consider:   * What is next for the candidate after this step? * When does the committee plan to make a decision? |  |
| Screening team | Develop/update interview questions and establish benchmarks  \*Ensure time is allowed for the candidate to ask questions of the panel. Consider adding this as the last question.  *Note:* every candidate should be asked the same questions |  |
| Screening team | Determine interview question sequence   * Round robin * Specific questions asked by each panel member |  |
| Screening team | Assign interview questions to interview panel and determine general flow of the interview |  |
| Screening team | If planning to utilize more specialized forms of assessment (i.e. work sample (i.e. writing sample), job knowledge test, physical ability test, integrity test), work with your HR manager to design |  |
| Screening team | Develop/update evaluation form (or determine other method of notetaking)  *Note:* All shared, written notes that are generated during search committee meetings and during the interviews could be included in an open records request. This includes all emails. |  |
| Screening team | Determine interview location/s |  |
| Screening team | Determine what handout/s will be given to candidates at the interview |  |
| Screening team | Ensure staff are aware if there is a change in dress code due to interviews |  |
| Screening team | Understand importance of candidate confidentiality   * Please be aware of verbal conversations that occur in public places that could be overheard * Please be careful of information included on calendars, such as the names of the candidates * Please be mindful of the location of the interviews as it impacts confidentiality * Once finalists are determined, we can no longer guarantee confidentiality but we still try to keep finalist information only to those directly involved with the search |  |
| Screening team | Determine how screening members will respond to inquiries or to whom inquiries will be directed |  |
| Screening team | Determine how additional application materials that were not requested will be considered (transcripts, unsolicited letters of recommendation, etc.) |  |
| Screening team | Determine method for conducting reference checks:   * Delegated to a specific individual or a shared responsibility? * How will notes be handled? * Will the screening members come back for a final meeting after references are contacted? * *Note:* The same core set of questions should be used for each reference contacted |  |
| HR Assistant or screening team | Collect applicant references (could be all interviewees or just top candidates)  Sample methods:   * Via TREMS * Have candidate/s bring paper copy of references to interview and upload to TREMS (HR Assistant) * Email candidate/s with status update (i.e. moving forward as a top candidate) and timeline update and request references at that time |  |
| HR Assistant | Gather screening team interview availability   * General rule of thumb is to have 2x as many interview slots as candidates * Could consider using a survey tool like Doodle to gather availability |  |
| HR Assistant | Schedule room for interviews (may want to book a little prior and a little after the official interview time)  Keep in mind:   * Comfortable and adequate seating * Necessary AV; coordinate with IT if needed * Accessibility * Temperature controls * Proximity to restrooms * Impression the room gives (pictures on the wall, etc.) |  |
| HR Assistant | Create interview event in TREMS so candidates can select their interview times |  |
| HR Assistant | Create candidate confirmation email and receive approval from screening team   * Parking information * Agenda * Where to go * Who will meet them * Who is in interview panel (names, titles, # of people) * Accommodation information * Confidentiality statement * Campus map * Mention if comfortable walking shoes are needed * Mention if the candidate needs to bring references |  |
| HR Assistant | Send candidate confirmation email and cc: screening team members if desired |  |
| HR Assistant | Inform interview panel of interview schedule (where, when, who)  Ideas:   * Create calendar holds for members of screening team * Create and provide schedule of all interviews to selection team |  |
| HR Assistant | Give screening team access to/copies of resumes and cover letters (or CVs) |  |
|  | **Day of interview** |  |
| HR Assistant | Test AV set-up (if applicable; with help of IT staff (if needed)) |  |
| HR Assistant | Ensure information is printed and prepared (some ideas below)   * Business cards * One-pagers * Brochures * Agenda for candidate (if applicable) * Benefits information * Org chart * Mission and vision statements * CALS employee breakdown from OBIEE |  |
| HR Assistant | Ensure interviewers have:   * Pens * Interview questions * Copy of resume, cover letter, CV (if applicable) * Copy of evaluation form (if applicable) |  |
| HR Assistant | Prepare water pitcher and cups (if applicable) |  |
| HR Assistant | Arrange for one of the interviewers to keep track of time |  |
| HR Assistant | Ensure front desk staff are aware of interviews occurring (if applicable) |  |
| HR Assistant | Mute or forward office phone (if applicable) |  |
|  | **Post-interview** |  |
| HR Assistant | Clean up space used |  |
| HR Assistant | Collect applicable documents from the screening team to be included in the recruitment file (summary notes (NOT personal notes), evaluation form, summary document, etc.) |  |
| HR Assistant | Forward candidate thank you email to rest of screening team (If one was sent) |  |
| HR Assistant | Update TREMS |  |
| Screening team | Begin determining reference check questions |  |
| Screening team | Determine any final steps of the search   * Example consideration: For candidates who progressed through the interview process but were not offered the position, should a different letter thanking them for their time be vetted through CALS HR or do they receive a final letter through TREMS which would be the same for all applicants? |  |