

High Impact Practices for On-Campus Candidate Visits



Provide Candidates with Key Information

Develop an information packet to share with each candidate, with a detailed schedule identifying the name and affiliation of each person they will meet. Photographs, websites, and a map make it easier for candidates to orient themselves before arriving.

Include a common set of instructions to help candidates prepare for their visit. Describe the expectations and decorum of your department's typical job talk. For example, (1) are candidates interrupted or do audience members typically wait until the question period (2) what is the preferred division between a formal presentation and question period; and (3) who will moderate the question period: a committee member or the candidate? Also, include information about their day. For example, (1) who will escort the candidate around campus to meetings and meals; (2) who will they meet with during the day; and (3) what is the format of those meetings?



Standardize the Candidate Experience

To ensure that each candidate has an equally high-quality experience, standardize the schedule as much as possible while also providing opportunities customized for each candidate. Candidates should meet with each person for roughly the same amount of time. Strive to treat internal and external candidates with consistency.

All candidates should interact with faculty and students in multiple venues, including talks, individual and group meetings, and meals. Consider a Q&A session with students, "chalk talks," and other less formal interactions.

Ensure that everyone who will participate in formal and social events is well versed in what types of questions are inappropriate or could pose some legal concerns. For example, we should not ask about children, spouses, country of origin, religion, etc., but we may respond to any questions from the candidate on these topics.

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Ensure Equitable Access

Ask candidates in advance for their access needs. All faculty hiring processes must provide accommodations to applicants with disabilities for all steps of the hiring process upon request. All interview locations must be accessible for people with impaired mobility. For assistance, contact the Disability Services Office.

Schedule time for candidates to take a break, regroup, have a snack and or a beverage and use the bathroom. Consider additional needs candidates may have, such as a lactation break for nursing parents. Always remind candidates that they may seek reasonable accommodations to their interview schedule based on religion, disability, language, or as a survivor of domestic violence.



Diminish the Impact of Bias in Community Feedback

For sessions with community partners, provide forms that ask for their responses and evaluation based on the qualifications for the position which they will be able to evaluate through their experience of the session. Do not simply ask for strengths and weaknesses. Ask that they include examples to support their assessment.

