

# Best Practices for Inclusive Interviewing



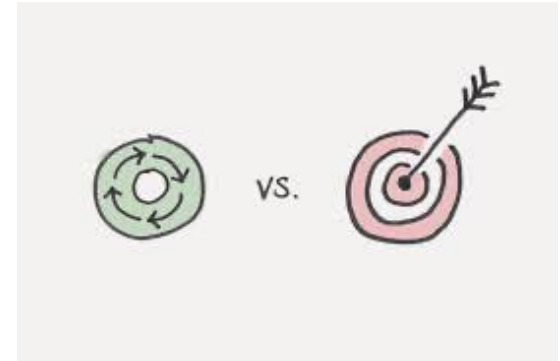
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WebEx

UMBC STRIDE

# Conversation Goals

- Sharing welcoming vs. unwelcoming practices.
- Identifying appropriate vs. inappropriate questions.
- Developing and Implementing Inclusive Practices and Protocols in the Planning, Execution and Aftermath of the Virtual Interview(s).
- Post- Interview Candidate Evaluation and Recommendation.





Welcoming vs. Unwelcoming  
Interview Practices that were not  
covered

What are the most important things  
for your department?



# Small Group Discussion of Campus Interview Scenarios

*Carla, Samantha, and Tony*

- Can you identify best practices and problematic practices?
- How might we avoid/resolve some of the problematic practices?

# Virtual Interview Planning/Preparation

- Articulate interview goals with committee beforehand.
- Develop core set of questions for candidate(s), including commitment to inclusive excellence to share with all participants.
- Develop a plan for evaluating and receiving feedback on candidate(s) after the interview (Google forms is great).
- Make sure all interviewers are aware of what questions are inappropriate
- Interview any internal candidates first
- Get information to candidates ahead of time:
  - Itinerary (including meeting links)
  - Resources
    - [Family Support Brochure](#), [Faculty Diversity Brochure](#), [Faculty Diversity Website](#), [Community Based Faculty Groups](#), [Virtual Campus/Departmental Tour Links](#), etc.



[\\*\\*\\*\\*Refer to COVID-19 Virtual Interviewing Best Practices](#)

## During the (Virtual) Interview

- Hold an introductory meeting with the candidate at the beginning to review the schedules and note any changes.
- Follow the plan created by the search committee.
- Make all candidates feel welcome and comfortable.
- Remind all involved parties to treat all candidate(s) as potential colleagues
- Encourage professional behavior
- Remind interviewers to provide feedback



# Setting Expectations (Virtual) Research Presentation

- Ask the candidate if they consent to recording the research presentation, faculty meeting that all stakeholders, particularly voting stakeholders are unable to attend.
- All search committee members and all voting members of the department should attend all talks (or watch videos of the talks).
- Make sure that all job talks are well attended by faculty and students. Poor turnout or few questions raises red flags about department culture.
- For the research seminar or other meetings with numerous participants, the committee might consider using WebEx to mute everyone except the candidate and search chair (moderator). The interview participants can write questions in the chat box, and the search committee chair can relay the questions to the candidate.
- Everyone that interacts with the candidates should behave appropriately and communicate respect for candidates and their time. One person can ruin an interview.



# What To Ask and Not Ask During Interviews

- General Guidelines:
  - Ask questions that are relevant to performing the job
    - “Need to Know” versus “Like to Know”
  - Strive for consistency (asking similar questions to all applicants)
  - If you are uncertain whether a question is OK, don’t ask it



# What Not to Ask

<b>TOPIC</b>	<b>INAPPROPRIATE QUESTIONS</b>	<b>EXAMPLE</b>
<b>Marital Status</b>	<b>Re: spouse or lack thereof</b>	<b>What does your wife do? (Umm - Actually, I have a husband.)</b>
<b>Family Status</b>	<b>Children, childcare, etc.</b>	<b>Do you have kids?</b>
<b>Age</b>	<b>Any inquiry about age.</b>	<b>What year did you graduate from high school?</b>
<b>National Origin, Race, Religion</b>	<b>Any inquiry about race, nationality, religion.</b>	<b>Where were your parents from?</b>
<b>Gender or Sexual Orientation</b>	<b>Any inquiry about gender or sexual orientation.</b>	
<b>Disability Status</b>	<b>Any inquiries about physical and mental health</b>	<b>Will your disability affect your teaching?</b>

# After the Virtual Interview

- Meet with search committee as soon as possible after the completion of each visit
  - Review the strengths and weakness of each candidate
  
- After all interviews, meet to discuss and compare candidates
  - Ensure you are following the agreed upon criteria for the position
  - Follow your agreed-upon process for making hiring decision and your evaluation criteria (including commitment to inclusive excellence)
  - Use only job specific attributes to evaluate strengths and weakness
  - Be able to defend every decision with criteria
  
- Communicate with successful and unsuccessful candidates in a timely manner
  
- Decide how to proceed if top candidate declines the offer ?

# Virtual Interview Resources

- [COVID-19 Best Practices for Virtual Interviewing](#)
- [Faculty Diversity Website](#)
  - [Faculty Family Support Brochure](#)
  - [Faculty Diversity Brochure](#)
  - [Community-Based Faculty Groups](#)
- [Campus Virtual Tours](#)

# Questions/Comments?

