



First Interview Structured Questions Protocol

Candidate Name:

Interviewers:

- Lead Interviewer:
- 2nd Interviewer:

Date:

Start Time:

Ending Time:

Welcome. My name is {____}, and I am a member of the search team for the position of [____] at [name of school]. Joining me is my colleague [name of interviewer]. Thank you for taking time today to interview with us. We are anticipating that this interview will be about one hour in length, and with your permission, we would like to record it. Do we have your permission?

Yes

No

Congratulations on making it through our first rounds of screening. The goal of our search is to find the most qualified candidate to recommend for [position] at [name of school]. Today we will be asking you questions aligned to the priorities outlined in the job announcement to gather more information about your professional knowledge and experiences. Do you have any questions before we get started?

[List 3-5 “must ask” questions based on priorities]

[List “if time permits” questions based on priorities]

As you can see, we are getting close to our one-hour timeframe. Before we finish, do you have any questions for us?

Thank you for interviewing with us. [Explain next steps and timeline in the search process]