

AOP-6-24-08-01
INTERVIEW PROCEDURES
FACULTY AND PROFESSIONAL STAFF WITHIN THE ACADEMIC DIVISION
(Revised 4/15/14)

Overall Guidance

These procedures are intended to supplement existing University employment procedures found at <http://trojan.troy.edu/employees/humanresources/supervisors.html> and in no way are intended to conflict with or usurp these procedures. Hiring Supervisors must insure that these procedures are followed faithfully. As noted in the employment procedures, a set of questions should be developed for use by the Search Committee and findings reported in reference check documentation provided in the Interview Package described below. Hiring Supervisors should insure that a People Admin application has been completed prior to contacting references.

Nothing in these procedures is intended to prevent informal interviews of potential candidates by telephone or other means, however, care should be taken in such interviews to follow University employment procedures pertaining to interviews.

Interview Authority

Primary authority for the decision to interview an individual rests with the Dean of the appropriate college or, for non-college units with the appropriate Hiring Supervisor, coordinated with the respective Vice Chancellor and Senior Vice Chancellor for Academic Affairs. While the Chancellor does not normally interview entry level professional staff candidates, he may elect to do so in certain instances. All Hiring Supervisors should coordinate such activities as appropriate.

Scheduling of Interview

It is customary that the Search Committee, Hiring Supervisor, Dean, and Senior Vice Chancellor for Academic Affairs, as appropriate, and the Chancellor interview all selected candidates for faculty and senior professional positions. Lecturer positions do not require an interview by the Senior Vice Chancellor for Academic Affairs or Chancellor. Hiring Supervisors should not schedule an interview with a selected candidate until the Vice Chancellor, and Senior Vice Chancellor for Academic Affairs, as appropriate, and the Chancellor's schedules have been verified for availability. In the event that an interview cannot be scheduled with one of the appropriate parties, that party may choose to defer their right to interview. Deferring is not assumed but must be requested. Interviews should be scheduled whenever possible when all parties are available. When interviewing multiple candidates for a position, all candidates should be interviewed by the same individuals. Once possible dates have been determined, the employing unit may schedule the interview with the prospect.

Interview Procedures

Interview Packets

An interview packet should be prepared for each person in the interview chain of command. Interview packets should be provided to the interviewers a minimum of 5 days prior to the scheduled interview.

Contents of Interview Packet

Note: All material requested should be placed in the packet in the prescribed order. It is recommended that a metal clip be employed to keep documents in order in the folder.

1. Post Interview Faculty Application Evaluation (for faculty)
2. Position Advertisement
3. List of Search Committee Members
4. People Admin Summary Form Printed
5. Prospective Employee Vita
6. Prospective Employee Cover Letter
7. Transcripts (an unofficial transcript is adequate up to the point of job offer)
8. Reference Checks by Committee Members (indicating response to specific question specified in interview process)

Reference Checks

The Hiring Supervisor should insure adequate reference checks. The prospective employee vita should be screened carefully prior to checking references to look for gaps in employment, successive employments for brief periods, inconsistency of vita with transcripts for degrees earned, and any other abnormalities that may raise potential questions. Responses to such questions should be documented by committee members performing reference checks and explained in reference check documentation (Item 8 above). In all instances reference checks should be performed prior to scheduling an interview and must be documented in the Interview Packet described above.

Multiple Candidate Interviews

In the case where multiple candidates have been selected for interview, all levels of the interview process should be provided with Interview Packets for all candidates at the same time.

APPROVED BY ACADEMIC STEERING COMMITTEE, JUNE 24, 2008

(Revised 4/15/14)

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