Faculty Search Committee
VIRTUAL SEARCH BEST PRACTICES

Committee Composition

- Consider assigning a diversity advocate when committee is formed. This person would help the committee stay focused on issues of diversity throughout the search and interview process.

- Continue to involve all members of the interview team that are available to participate in all aspects of the search. Flexibility in file review timelines and meeting frequency may be necessary during extended periods of remote work.

Advertising

- Targeted advertising is key as there may be fewer opportunities to network this year due to conference cancellations, thus disadvantaging applicants. Consider broadening the advertising strategy to include:
  - Target publications
  - Professional associations
  - Women's colleges, HBCUS, and HSIs Departments at other institutions that graduate high numbers of women or URMs
  - Distinguished women or URM scholars

Scheduling the Interview

- Schedule breaks between meetings. Just as you would allow transition time between meetings in-person, allow time for candidate breaks.

- Consider extending the interview over two days as videoconferencing can be fatiguing.

- Assign a "host" for each candidate, who is responsible for ensuring meetings begin and end on time, that the candidate is able to transition successfully from meeting to meeting, and that the candidate is able to connect and share slides properly for the job talk.

- Ensure every committee member and the interviewee has the correct meeting information for the meetings they are required to attend.

- Provide the interviewee with a contact number in case of mishaps day of.

One Week to One Day Before the Interview

- Prepare interview questions.

- Ask that all committee members test video, audio, and wifi connection.

- Consider setting up a short meeting for candidate to test technology or to ask any questions with regards to the format of the day.

- Send applicant any materials they will need ahead of time, or materials you would traditionally supply candidate in-person. Consider filming a "tour" of campus.

Day of Interview

- Close out all unnecessary apps to avoid distraction, enhance connection, and ensure no accidental screensharing of anything other than slides.

- Disable notifications in your operating system. In email, go to "Email Preferences," then navigate to "Notifications & Sounds," uncheck all options under sound so that nothing will ring during the meeting.

- Select a quiet area for the interview to take place, and a professional, clutter-free backdrop

- Consider lighting. If you know you will be on screen, place a soft light source directly in front of you, such as a ring light or a small desk lamp.

- Make sure that your camera is at eye-level.

During the interview

- Create a "digital handshake." In-person interviews start with a handshake. Since you cannot do this virtually, consider how to create a friendly opener. A wave is too informal, but you may choose to nod and say "It is so nice to speak with you today."

- At the time of the interview, have the list of prepared questions readily available. In addition to interview questions, be prepared to provide the candidate with information about the role, job responsibilities and expectations, the department, and the university.

- Be attentive!

- Document the candidates' answers to all questions as you would if the interview was conducted in-person.

- Immediately send a follow-up thank you email to everyone on the call just as you would an in-person interview.

After the Interview

- Distribute a rubric/feedback form to anyone who spoke with the candidate or attended the job talk and request they provide feedback within 24 hours.

- Consider thanking the interviewee for their adaptability and ask them for feedback about the virtual interview process.