

Committee Instructions: Virtual Interview

Director of Outreach Search
Virtual Interview

Currently, you have an all-day virtual meeting on your Outlook Calendar. Plan to log on around 8:45 so we can touch base for the first interview at 9:00. I will send you the individual interview meetings Thursday morning as we'll have separate meetings for each candidate so they don't happen to join our internal meeting.

When candidates interview, at the start, I hope everyone can have their camera on. When the candidate joins, I'll welcome them, explain that after introductions we'll have 30 minutes for 10 questions and then I'll have the committee introduce themselves and position. We'll do it alphabetically:

Committee Member 1
Committee Member 2
Committee Member 3
Committee Member 4
Committee Member 5

After you introduce yourself, turn your camera off, until it is your turn to ask the question. When you ask your question, leave your camera on so we'll have one person with the camera on. Candidates will not have the questions before, but I did give them the criteria we are evaluating. When you ask the question, I'll post the question in the chat so they can also read it. I put what question you'll ask below.

Virtual Interview

- Chair - Based on the job description, can you highlight the parts of your resume that most directly relate to this position.
- Committee Member 1- What is your leadership philosophy and how would you apply it to this position?
- Committee Member 2- How do you exemplify the characteristics of being a good boss?

- Committee Member 3- Describe how Outreach should coordinate and collaborate with other departments and divisions within a college and which areas are a priority for partnership with the Outreach team?
- Committee Member 4- How do you effectively communicate with others?
- Committee Member 5- What experiences do you have that would help us increase enrollment with underrepresented students?
- Committee Member 1- What experiences do you have with Customer Relationship Management (CRM) software or using other computer software to effectively communicate with a group of prospects?
- Committee Member 2- How would your last couple of supervisors describe you?
- Committee Member 3- Anything else we should know?
- Chair - Any questions for the committee?

After the interview, I'll let candidates know that we plan to contact candidates next week to let them know if they are advancing to the in person interview. The in person interviews will be on May 29th at the Signal Peak Campus between Coolidge and Casa Grande.

We have about 10-15 minutes between each interview. We will not reconvene between interviews, but I would like us to reconvene after the last interview ends at 3:45.

We need to narrow down our in-person interviews to 3-4 candidates. For this part of the interview, we just need to mark Y or N to invite the candidates to campus for the in-person interview. I want everyone individually to evaluate each candidate based on their application and virtual interview if you think they are in the top 3-4 and determine if they are a Y or N. When we gather, I'll compile the individual results and then we can discuss the candidates who are borderline if we'll invite them or not.

Let me know if you have any questions.