

Faculty Recruitment – Guidelines for the On-Campus Interviews

The on-campus interview is a critical part of the search process and should be used as a tool to evaluate candidate qualifications. It is also an opportunity for the candidate to learn about our campus and community. Each candidate (including internal candidates) must be given the same opportunities for meetings, presentations, etc. during their visit to campus. Candidates should be provided with transportation between campus and their hotel, as well as escorted around campus between meetings.

Departments should schedule times for each candidate to participate in the following activities:

- Meet with Provost's designee – Usually the AVP for Faculty Affairs. Please contact Academic Personnel Services to schedule a time.
- Meet with the College/Library Dean.
- Meet with the Departmental Faculty.
- Interview with the Search Committee – This is a required and separate meeting with the Search Committee members only. The Search Committee must use a standard set of interview questions that have been reviewed and approved by both their Equity Advocate and Academic Personnel Services.
- Conduct a classroom presentation for students and others to provide feedback. For instructional faculty positions only.
- Prior to the on-campus visit, please have the candidate complete a Payee Data Record (Form 204): <https://forms.humboldt.edu/payee-data-record-form-std-204> and submit it to Accounts Payable as soon as possible. **Important Note:** All reimbursements are handled through Concur.
 - For more information regarding non-employee travel please see: https://financialservices.humboldt.edu/sites/default/files/concur_non-employee_guide_4.pdf

Activities outside of the list above may be scheduled at the discretion of the search committee and hiring department. Some suggested activities may include:

- Research Presentation – ask the candidate to conduct a research presentation/talk for students and others to provide feedback. Room reservation through 25Live may be required.
- Meet with individual faculty members.
- Meals with faculty *
- Tour of campus – this can be arranged through Admissions.
- Provide a copy of the CSU Employee Benefits Summary.
- Share a links to information about Humboldt County, with information regarding schools, housing, restaurants, events, etc.:
 - <https://visithumboldt.com/>
 - <https://www.visitredwoods.com/humboldt-adventure-guides/>
 - <https://www.humguide.com/>

*More information regarding reimbursements can be found here: [Concur | Financial Services \(humboldt.edu\)](https://concur.humboldt.edu/financial-services)

Each candidate's on-campus itinerary **must** be provided to [Academic Personnel Services](https://academic-personnel-services.humboldt.edu) at least two (2) days prior to their on-campus visit.