

Faculty Recruiting - Guidelines for the On-campus Interview

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 the Provost's designee – contact APS to schedule a time.
- Meet with the Dean of the College
- Meet with the Department faculty
- Interview with the Search Committee (this is a required, separate meeting with Search Committee members only, using a standard set of interview questions)
- Conduct a classroom presentation for students and others to provide feedback (instructional faculty positions only)
- Prior to the campus visit, please have the candidate complete a Payee Data Record Form 204: www2.humboldt.edu/forms/node/134 and submit it to Accounts Payable as soon as possible. **All reimbursements are handled through Concur. For more information regarding non-employee travel please see: https://procurement.humboldt.edu/sites/default/files/concur_non-employee_guide_1.pdf**
- *If needed, have the candidate complete a Release of Information Form: https://forms.humboldt.edu/sites/default/files/release_of_information_form.pdf Please note that you must have a release of information on file before you contact a candidate's references. Please verify in the candidate's application materials (CHRS Recruiting - PageUp) if an additional release of information is needed.*

Other activities may also be scheduled. Some suggested activities are:

- Conduct a research presentation (reserve a room if necessary)
- Meet with individual faculty members
- Meals with faculty *
- Tour of campus (can be arranged through Admissions)
- Provide a copy of the [CSU Employee Benefits Summary](#)
- Share a link to information about Humboldt County, regarding schools, housing, restaurants, etc.: www.humguide.com/

Each candidate's on-campus itinerary should be provided electronically to Academic Personnel Services (aps@humboldt.edu) at least two days prior to their on-campus visit.

*Form more information regarding reimbursements, please see Concur's main page: <https://procurement.humboldt.edu/concur>