

Conducting Interviews at Professional Meetings

As part of the screening process, departments may conduct interviews at professional meetings. These interviews may replace the telephone interview process, but may not substitute for on-campus interviews. The following guidelines apply:

1. The following statement must be included in the vacancy announcement, as notice to all applicants:
 - a. “After preliminary screening, successful candidates will be interviewed at the **(name of meeting)** to be held in **(location)** on **(dates of meeting)**.”
2. The department must confirm that all those selected for interview will be attending the conference. The department must make alternate arrangements for any applicant who is unable to attend the conference. Please contact Academic Personnel Services for options. An applicant who is unable to attend a professional meeting for the interview must not be disadvantaged in the recruitment process.
3. All committee members must attend the conference and be present for the interviews. If not, the interviews will need to be taped for the committee member(s) to listen to later. (At least 2 members must be present.)
4. As with all formal committee interviews, the department must develop “scripted” questions that are asked of all candidates. These interview question **must** be approved by APS prior to the interviews and the committee is encouraged to utilize the interview evaluation sheet provided by APS upon approval.
 - a. Please ensure that you are following the interview request process in CHRS Recruiting (PageUp) by moving any candidate you are interested in interviewing to the appropriate "Request to Interview...APS Approval Required" status. Please reach out to APS via email aps@humboldt.edu with any questions about the process.