



OFFICE of HUMAN RESOURCES

EAST TENNESSEE STATE UNIVERSITY

Campus Visits and Interviews

All search committees must remember that a candidate's first impression of the university comes from their interactions with the search committee. Interviews are not only about employers gathering information about potential employees. They are an opportunity for potential employees to evaluate a potential employer. Campus visits provide an excellent opportunity for hiring departments to showcase the reasons why a candidate should want to work at ETSU.

Traditional campus visits for faculty, executive, upper-level administrative and certain professional positions constitute a significant financial investment and can last up to three days per candidate. The number of candidates a search committee decides to interview is dependent upon the uniqueness of the position and the size and quality of the applicant pool. Usually, three to five candidates are invited to visit the campus for personal interviews. Positions should not be filled, as a rule, with only one person interviewed.

University recruitment accounts may be used to cover the costs of campus visits for certain position types. Contact the dean or vice president's office for the account to be used. Search committees who are recruiting candidates for positions not covered under university reimbursement accounts, should extend out-of-town candidates similar courtesies as those mentioned below.

The committee should first seek approval from the dean/director and/or the vice president on the number of candidates to be brought to campus for interviews.

Please note the following:

- For accounting purposes, it is preferred that candidates pay their own hotel and transportation costs for which they will be reimbursed. Travel advances are not available, but the Office of Financial Services provides quick turnaround on reimbursement. Encourage candidates to submit their travel reimbursement forms as soon as possible.
- Transportation costs for spouses who accompany the candidates will not be reimbursed, except under special circumstances approved in advance by the vice president.
- Hotel reservations should be made for the candidate. The reservations clerk may need to be told that the university will guarantee late arrivals.
- Each candidate should be transported to and from the airport by a search committee member.
- Local transportation should be provided by a member of the search committee to transport the candidate to and from the university for dining occasions. These arrangements should be made prior to the candidate's arrival in Johnson City.
- Each candidate should be given a name and home telephone number of a search committee member to contact in case of emergency.
- Candidates should be sent an information packet about ETSU and the Tri-Cities area prior to their visit. Include such items as an Accent and Catalog, and specific program information

related to the position which is vacant. The Office of Marketing and Communications may have additional items to be included in the packet. Contact the Chamber of Commerce for additional information concerning Johnson City and the surrounding area.

- The "Compensation Calculator" allows search committee chairs to calculate a candidate's proposed total compensation, including university payments for retirement, health/life insurance, FICA, FICA-Med, 401K, and longevity. This calculator may be valuable when discussing salaries and benefits with potential candidates. HR no longer meets with prospective candidates to discuss benefit options. Please share the ETSU Benefits Brochure (can be found on HR's benefit page). Finalists may opt to schedule a meeting to discuss benefits if they so choose.

You may access the calculator here, <http://etsupws.etsu.edu/CompensationCalculator/>.

Coordination of Campus Interview Appointments

A campus visit should have an itinerary with interviews and activities planned for the duration of the candidate's visit.

For faculty, executive, upper level administrative and certain professional positions, members of the search committee should accompany the candidate to lunch and dinner. In order to minimize expenses, discretion must be used in determining the number of committee members who will accompany the candidate to meals. Should the candidate bring his/her spouse, the spouses of the committee members would also be welcome. Retain receipts for all meals and indicate on the expense voucher the names of all people dining with the candidate. Turn in all expense vouchers with receipts to your vice president's office via the office of the dean. (Prior approval should be obtained from the appropriate vice president regarding payment of meals for spouses of committee members.)

Candidates and committee members should know that tips and alcohol are not reimbursable.

An "Interview Schedule" (Appendix B, Sample Interview Schedule) and a listing by name and title of search committee members should be developed for the candidate's visit, and distributed to the candidate and those participating prior to the visit.

A hard copy of the candidate's curriculum vitae/resume and application (or guest access to eJobs) and the Interview Schedule should be made available to those persons on campus involved in the interview.

Persons to include in the Interview Schedule should be determined in consultation with the department chair/director and dean. All faculty in the department should have an opportunity to meet each candidate.

The Provost/Vice President for Academic Affairs is usually not involved in the interview process except for candidates at the level of professor, department chair or equivalent positions, or executive/upper-level administrative positions. However, if such an interview is deemed necessary by the dean, it should be arranged.

The Vice President for Health Affairs and the Associate Vice President interview all dean candidates. The Associate Vice President interviews all faculty and chair candidates.

Note: Check with the appropriate vice president to determine their requirements to be involved in the interview process.

Candidates are easier to compare if the same questions are used in each interview. Search committees need to keep in mind the position description and the needs of the department.

There are questions or inquiries that must be avoided in the interview process, including those during the informal time spent with the candidate. The Pre-Employment Inquiry Guide, Appendix K, has a list of permissible inquiries, and a list of inquiries which must be avoided.

A time for informal conversation should be a part of the interview schedule. The candidate should also be given an opportunity to ask questions; an interview is a mutual exchange of information.