

Opening/Closing the Interview Script/Checklist

Opening

1. **Welcome** the interviewee, allow them a few moments to get settled in their seat
2. **Introduce** the Selection Committee Members: names & positions/departments
3. Explain the **agenda**:
 - a. We will be asking you some questions designed to help us to understand your skills, competencies and experience as it relates to this role
 - b. We will allow you some time to ask us any questions that you may have about the role, the department and/or the University
4. Discuss **Interview Questions**:
 - a. The types of questions that we will be asking will require some recollection and therefore may require you to take a few moments prior to answering to organize your thoughts – please feel free to do that and to take your time.
 - b. We will be asking the same set of questions to all candidates to ensure a fair and consistent interview and to ensure that we have all of the information we require to accurately compare each applicant to qualifications and competencies required by the position.
 - c. If you would like us to repeat or rephrase a question, or would like to skip a question and come back to it at the end of the interview, please just let us know.
5. We will be taking **Notes** during the interview to make sure that we accurately capture all of your answers, so please be assured that we are paying attention and don't let any lack of eye contact concern you or distract you.

Closing

6. If the candidate has not asked about the **Next Steps** in the interview process during the time allotted for them to ask questions in the interview, explain what will happen next and when, i.e. reference checks if they are successful, timelines for decisions, etc.
7. Ask for **References** if there is a possibility that this candidate may be moving on to the next stage of the selection process.
8. **Thank the Candidate** for their participation in the interview and for their interest in the position and in the University.