

Faculty Recruitment Best Practices – Conducting Candidate Interviews Remotely

In light of COVID-19 and the implications of international travel bans, the information below is being provided to assist faculty search committees with the option of conducting interviews remotely.

- ✓ Ensure you continue to have a rigorous recruitment strategy that attracts a qualified and diverse candidate pool.
- ✓ Remember to notify the candidate that the university is willing to accommodate any accessibility needs they might have throughout the interview process.
- ✓ Schedule candidate interviews on user-friendly software such as Microsoft Teams or WebEx. If search committee members are not familiar with these programs, training is available through [Working Remotely](#) on the USask webpage.
- ✓ Prepare candidates in advance for the online interview. Allow the candidate the option to have a “practice session” before their interview that will allow them to practice signing into the software program and to test their presentation (if applicable).
- ✓ Be flexible. It is important to be cognizant that we are in unprecedented times and candidates need flexibility in setting up and participating in the interview process. Many are juggling working remotely, childcare, eldercare, medical concerns, etc.
- ✓ Consider the geographical location of your candidates that may be in different time zones than Saskatoon. When setting the time for the interview, ensure the candidates and committee members are aware of the actual time for whichever time zone they are in. The website [World Clock Time Planner](#) can be very helpful in scheduling interviews spanning different time zones.
- ✓ Mirror your department/college’s regular interview format as much as possible. This would include the public presentation, since this is a part of the regular interview process, small group meetings, meeting with external stakeholders, etc. All of these aspects of the interview process can be done virtually.
- ✓ Have a member of the search committee “moderate the day.” This person will ensure the interview day schedule remains on track and includes virtually “bringing” the candidate from meeting to meeting. This will help alleviate any stress or apprehension for the candidate to avoid missing meetings or technical glitches.
- ✓ Consider including a casual debrief with the candidate and faculty in the department/college at the end of the interview day. This will allow the candidate a chance to ask more casual questions about the department, college, university, etc.

- ✓ Be flexible in negotiations with your preferred candidate, taking into consideration the uncertainty and apprehension your candidate may be experiencing. Candidates may have to make decisions regarding relocating to Saskatoon, without ever coming to Saskatoon. Please reach out to the office of the Vice-Provost, Faculty Relations vpfaculty.relations@usask.ca for any questions regarding relocation to Saskatoon.