

## SEARCH COMMITTEE INTERVIEW PROCESS CHECKLIST

**DEPARTMENT:**

**CANDIDATE:**

**DATES:**

Dept to appoint a faculty member to host group meetings and grand rounds.

Dept to appoint a secretary to send out notices to departments, book rooms, etc.

STEPS	DATE
Send letter to short-listed candidate regarding Search Committee's interest.	
Contact candidate to find out when they are available to visit.	
Confirm dates based on availability of Dean and dept.	
Contact Dean regarding who should be included in itinerary [Dean, Department Head, other dept heads, hospital personnel, research, education, presentation to dept, group meetings (dept faculty members, residents/grad students, support staff), relevant division heads, relevant dept members, Search Committee].	
Contact dept regarding who should be included in itinerary.	
For external candidate, book travel arrangements (economy) and forward airline tickets or e-ticket.	
For external candidate, book hotel accommodation.	
Send "interview info letter" to candidate [dates of visit; hotel accommodations (if external); response to key tasks and characteristics documents; referee list, if not yet received].	
Send relevant documents to candidate: ["TREK 2000," "Best of Health," dept review/ response, dept annual report, hospital report, list of dept members, UBC map, web page].	
Prepare itinerary and send to Dean and dept for comments/approval.	
Create evaluation form.	
Book meeting rooms.	
Book AV equipment for presentations.	
Create poster for presentations.	
Arrange catering (coffee/tea/juice/water) for presentations.	
Arrange catering (coffee/tea/juice/water, muffins/cookies) for interviews and Search Committee meeting.	
Book lunch reservations.	
Book dinner reservations for Dean.	
Send Search Committee: confirmation of meeting time, itinerary, poster, evaluation form. Ask them to bring job description, CV, key tasks, ideal characteristics, interview questions.	
Send interviewers: confirmation of meeting time, itinerary, CV, job ad, key tasks, ideal characteristics, evaluation form.	
Send dept secretary: itinerary, poster, CV (2), evaluation form (25).	
In the case of group meetings/grand rounds: advise faculty members that CV is available in dept along with evaluation forms.	
Send itinerary to candidate.	
Distribute response to key tasks and characteristics to Search Committee.	
Ensure referee list is received.	
Solicit reference letters [send ad, key tasks, ideal characteristics].	
Go back to Search policy for next steps.	