

## **OHSU School of Medicine Search Committee Candidate Interview Guidelines**

### **The Format**

The committee will meet with each candidate via videoconference for approximately 50 minutes. The interview has three parts:

1. candidate opening statement
2. committee questions
3. candidate questions

The committee chair (Chair) should first welcome the candidate and may want to start by saying that the committee was impressed with their application and want the opportunity to gain a closer acquaintance. The committee members should briefly introduce themselves, describing their background and role at OHSU.

### ***Key reminders***

- Inquire about the most relevant current and prior work and explore in-depth how it prepares them for the position and opportunities and challenges
- Ask open-ended questions and encourage the candidates to elaborate with specific examples and clearly describe their own role in the work
- Do not make a final decision regarding a candidate until you have seen all of the candidates and discussed their strengths and weaknesses
- Questions related to the candidates' race, ethnicity, marital status, age, and disabilities. Please refer to guidance on *Avoiding Discrimination While Interviewing*

### **The Interview**

#### ***Opening statement***

The Chair should start the interview by asking the candidate to state why they are interested in the position and to describe their career briefly, highlighting relevant examples illustrating the candidates' preparation for the role (3-5 minutes). This is just a short introduction, the committee will follow-up with questions. The chair should politely interrupt if a candidate goes too long.

#### ***Committee questions***

Majority of the interview will be spent asking committee questions (35-40 minutes). The committee will be offered a set of suggested questions and members assigned question(s) prior to the start of the interview.

#### ***Candidate questions***

In the last 5-10 minutes of the interview, the Chair should end the committee question phase and ask the candidate if they have questions for the committee. You will often learn a good deal about a candidate from the question they ask.

The Chair will close the interview by thanking the candidate and letting them know next steps and search timeline.

***Committee debrief***

Committee members should spend 5-10 minutes after the interview to complete notes. It is helpful to remember what you thought of the candidate on their own merit so take as much notes during each conversation.

The committee will deliberate after meeting with all of the candidates.

***Committee evaluation***

Committee members should submit their evaluation of each candidate using the evaluation survey provided to all members. They can also submit additional comments directly to the committee chair.