



NORTHERN ILLINOIS UNIVERSITY

## Affirmative Action and Equity Compliance

### Preparing Candidate Interview and Meeting Itineraries

When preparing an itinerary for a candidate, it is important to be purposeful in determining who the candidate will meet with during their visit. Meeting with constituencies and individuals with whom the position interacts with professionally adds value to the search process and allows for the gathering of information above and beyond the search committee interview.

In addition, meeting with groups and constituents outside of the search committee allows candidates an opportunity to evaluate different aspects of the University. For example, if a position requires extensive interaction with the undergraduate student body, it may be beneficial to invite members of the student body to meet with the candidate during their campus visit.

Whenever candidates meet with groups or constituents outside of the search committee, there should be a process established for incorporating feedback into the committee's recommendation. Groups and constituents that may be helpful to include on the itinerary include but are not limited to the following.

- Faculty in an Open Forum (presentation and Q&A)
- Open Forum with undergraduate and graduate Students.
- Secretarial staff
- Supervisors, internship site coordinators, and partnership personnel
- Director, sponsored projects (e.g. research/grant issues/concerns)
- Dean/Associate Dean
- Open session for diversity programs/organizations, cultural houses, Presidential commissions
- Tours of the college facilities, the University, DeKalb community
- Meet and greet with technical services, department operating staff

For all open sessions, it is a good practice (if possible) to identify a member of the search committee to serve as moderator. Additionally, although informal, it is important to adequately prepare for meetings with applicants in social or informal settings such as lunch or dinner, meet and greet events, etc. Prior to the interview, the person responsible for hosting the candidate during the informal sessions should become well versed in facts about the University, Department, Division, or College. This may include, but is not limited to, university ranking, faculty and staff diversity, department research, awards and recognition, student demographics, and academic majors. Campus community information may include community events such as festivals, local markets, historical attractions, and anything else unique to the DeKalb, Sycamore, and surrounding communities.