



Interviewing Protocol and Directions

- ✓ **Questions will be asked in order by each interviewer as seated around the table.**
- ✓ **Interviewers should refrain from asking additional questions, unless clarification is necessary. Clarifying questions may be asked at any time.**
- ✓ **Note-taking is recommended to help interviewers remember each candidate's comments.**
- ✓ **Do not talk to others about the applicants or contents of any interviews until the designated discussion time. Even minimal comments made may sway interviewers as they make preliminary rankings.**
- ✓ **All discussion must remain confidential and must not leave the interview room EVER. This rule applies also to conversation with others who may ask you who applied/interviewed for the position.**
- ✓ **After all applicants have interviewed, please rank the candidates in order of preference, with 1 being the highest ranking. Do not rank any applicants in a "tie".**
- ✓ **References will be contacted for each of the top 2 candidates.**