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.