

On-Campus Interview: Best Practices

The campus visit is an important recruitment moment that gives the Bates community a chance to make a good impression on potential colleagues. Our goal is to have applicants come away from their visit with positive experiences. The visit should show the candidate the reasons that Bates is a great professional destination, and that can be done in a number of ways.

We hope that the search committee will play a role in making the candidate feel welcome during their visit. Positive interactions can focus on a potential colleague's scholarship and / or creative work as well as their commitment to undergraduate learning. While we want any visitor to fully understand the nature of the work at Bates, and the colleagues they would work with, it is important to recognize the impact that we have on those who are not part of the Bates community (e.g., through the use of acronyms unfamiliar to those outside Bates).

Best practices for professional conduct during campus interviews focus activities and discussions around the skills and experience required for the job. Conversations should focus on these topics while also avoiding [these sorts of questions](#). If your visit asks candidates to interact with students (and we hope it does!), please remind them of the laws and share with them the above list of illegal questions.

Assistance from the AAA

The Academic Administrative Assistant (AAA) that supports the search chair's academic unit assists with the search. The AAA's job is to:

- Work with the chair of the search committee to arrange and communicate all travel and lodging arrangements to the candidate.
- Work with the chair to develop an interview schedule.
- Communicates the schedule to staff and faculty involved in the search.
- Prepare a folder that includes a schedule, campus map, information about the college and the Lewiston-Auburn community, keys to the Dunn House (if appropriate, as some candidates will stay at a hotel), and a meal card.
- Announce the public presentations to the college community.
- Works with the Dean of the Faculty's office on billing.
- Submit receipts for expenses.

Reserve Department lounge for the day so that the candidate has a space on campus to rest between meetings. Meetings with department faculty can take place in this location as well.

Arranging Travel

The AAA that supports the search chair's academic unit will work with the candidate and Dube Travel to arrange the candidate's travel to and from Bates.

- The AAA will serve as the point of contact **during working hours** for candidates while they are traveling.
- The search chair will serve as the point of contact **during non-working hours** for candidates while they are traveling.
- Candidates should stay in Lewiston/Auburn only – at the Dunn House, the Hilton Garden Inn or the Hampton Inn. If candidates arrive very late or need to leave very early from the Portland airport, you can put them up in Portland lodging at Hilton Garden Portland Jetport or Holiday Inn By the Bay. We have contracts with both hotels and they direct bill. Information on negotiated rates with hotels in L/A or Portland can be found here:
<https://www.bates.edu/contract/travel/>

For ground transportation from the airport or train station and back, the preference is for a faculty member to drive the candidate. If that is not possible, you can use the following limousine services, listed in the order we want to use them:

- A & S Limousine Service (Steve) Portland 207-749-6797 aslimo@maine.rr.com
- DMC Livery in South Paris 207-576-4750
- Maine Limousine Service - <https://www.mainelimo.com/>
- Limousine Services in Maine in Westbrook 207-482-3778
- Atlantic Limousine Service 207-856-6400
- Custom Coach and Limousine 207-797-9100
- Northeast Charter Service 207 -784-3159 (may not have a limo any longer)
- Star Livery Service in Lewiston 1-888-353-5244

Building the Candidate Schedule

The chair of the search committee is responsible for building the candidate schedule. The AAA is responsible for scheduling meetings with the campus community. All meetings, except for the meeting with the Dean of Faculty should be 30 minutes, with the meeting with the DoF for 45 minutes. These schedules are built with the help of the hiring unit(s)'s AAA. Candidates should meet:

1. The search committee as a whole and/or search committee members individually. In some cases, individual meetings with committee members may not be possible. The list of faculty to interview and the grouping of these faculty must be approved by the chair before scheduling the meetings. Additionally, we recommend that the search committee as a whole meets with the candidate as the last meeting of a visit.
2. The Vice President for Academic Affairs / Dean of Faculty or the Associate Dean of the Faculty in charge of the search. Contact the Executive Assistant to the Vice President

for Academic Affairs/Dean of Faculty to schedule this meeting. This meeting should be scheduled for 45 minutes.

3. The Vice President of Equity and Inclusion. Contact the Assistant to the Vice President of Equity and Inclusion to schedule this meeting.
4. Information and Library Services staff – Director of Curricular and Research Computing and Associate College Librarian for Collection Management and Scholarly Communications (together). If this meeting cannot be scheduled during the visit, it should be set up as a zoom a day or two after the visit.
5. Other members of the faculty or staff not on the search committee (i.e. an AI or faculty members whose research is in line with the candidate's). Consult with the search committee chair for direction.
6. Students. This is often done during a meal but could also involve hiring a student to give the candidates a campus tour.
7. Chairs should also ask candidates if there is anyone specifically they want to meet during the visit.
8. Job talks and teaching demos should be scheduled for an hour with at least 30 minutes before the talk for the candidates to get prepared.
9. As an alternative to scheduling a meeting with the Director of Compensation and Benefits in Human Resources include an HR provided benefit packet in the information provided to the candidate. If the candidate has a specific need to talk about benefits, you can set up a zoom meeting a day or two after the visit. Otherwise, you can request a packet with the HR/Benefits information made up in advance. If you give advance notice, you can probably get as many as you need a heads up, sent to you in Campus Mail.

The schedule should indicate who will guide the candidate from one interview to the next. Faculty members are the only guides candidates should have between meetings. AAAs are not to be guides unless in an emergency. In addition to the schedule of activities, the final schedule should include the details of the candidates travel and lodging arrangements.

Candidate Meals:

- Candidate dinners are important opportunities for conversation with candidates in a less formal setting.
 - Attendance at candidate dinners is limited to no more than 3 members of the search committee.
 - Candidate dinners must be held in the Lewiston / Auburn community.
 - Bates budgets meals on a per person basis for candidate dinners. Costs exceeding \$250 may be billed to the academic unit's budget.
 - Meals taken in Commons or catered by Bates dining may be charged to the Dean of the Faculty's recruitment budget, using the search's R number.

Candidates should be accompanied at meals unless they specifically request that they take a meal alone.

Candidate Schedule Cover Page

Candidate name (preferred name and pronoun)

Candidate contact information (mobile, email)

Candidate for [Job Title]

Dates of visit

Bates Points of contact

- Search Chair (Primary; after hours)
- AAA (Secondary; work hours)
- Lodging Information

Additional Information

<p>Break / Prep Area</p> <p>We have reserved [SPACE] for the entire day for you to use during breaks and preparation time.</p>	<p>Bates College Dining Card</p> <p>If you have received a dining card in your packet, this card can be used to pay for food and beverages in Commons as well as the Bobcat Den, located in Chase Hall.</p>
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<p>Electronic Access Fob/Key Card</p> <p>If you have received an electronic access fob, this can be used to access academic buildings on campus. Hold the fob in front of the black (or gray) RFID reader located near the entry point until the green light flashes and the door unlocks. The fob can be returned to your last Bates point of contact, left in the Dunn House, or returned to a Bates Employee at the end of your visit.</p>	<p>Campus Safety Information</p> <p>Campus Safety Non Emergency Number For Lost and Found and Lockout Service: 207-786-6254</p> <p>Campus Safety Emergency Phone Number FOR ALL EMERGENCIES WHILE ON CAMPUS Dial: 207-786-6111</p> <p>Campus Safety will call 911 and provide access for municipal first responders.</p>
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Visit Schedule Template (Guidance only) - 1.5 day Visit

Travel Day

- Flight times
- Ground transportation times
- Lodging arrival
- Information about meals. Don't forget to ask about dietary restrictions so you can plan meals accordingly

Interview Day One

7:45 am [Name] picks up candidate for breakfast at [place]

8:00 - 8:45 am: Breakfast at [place]

- 8:45 - 9:00 am: bring candidate to break space and then bring candidate to [Location]

9:00 - 9:45 am: Meeting with the VPAA / DOF in Lane Hall 120 [Note you must check with the Executive Assistant to the VPAA / DOF to confirm this time]

- 9:45 - 9:50 am: [Name] meets candidate in Lane Hall and brings to next meeting

9:50 - 10:30 am: Meeting with the VPEI Lane Hall 201 [Note you must check with the Assistant to the VPEI to confirm this time]

- 10:30 - 10:35 am: [Name] meets candidate in Lane Hall and brings to break space

10:35 - 10:55 am: Break

- 10:55 - 11:00 am: [Name] meets candidate at break space and brings to [Next Location]

11:00 - 11:45 am: Meeting with [Name] and {Title} at [Location]

- 11:45 - 11:50 am: [Name] brings the candidate to the students at [Next Location]

11:50 am - 12:50 pm: Lunch with students

- 12:50 - 12:55 pm: [Name] meets candidate and brings to break space
- 12:55 - 1:00 pm: [Name] meets candidate at break space and brings to [Next Location]

1:00 - 1:45 pm: Meeting with [Name] at [Location]

- 1:45 - 1:50 pm: [Name] meets candidate at [Location] and brings them to [Next Location]

1:50 - 2:30 pm: Meeting with [Name] at [Location]

- 2:30 - 2:35 pm: [Name] meets candidate at [Location] and brings them to [Next Location]

2:35 - 3:15 pm: Meeting with [Name] at [Location]

- 3:15 - 3:20 pm: [Name] meets candidate at [Location] and brings them to break space

3:20 - 4:00 pm: Break / prep time

- 4:00 - 4:05 pm: [Name] meets candidate at [Location] and brings them to [Seminar Location]

4:05 - 5:30 pm: Seminar

- 5:30 - 5:35 pm: [Name] meets candidate at [Location] and brings them to break space

5:35 - 5:45 pm: Candidate break and day wrap up

- 5:45 - 6:00 pm: [Name] meets candidate at [Location] and brings them to [Dinner Location]

6:00 - 8:00 pm: Dinner with [attendees] at [restaurant]. Include a link to the restaurant or its menu.

- 8:00 - 8:15 pm: [Name] meets candidate at [Location] and brings them to [Lodging]

Interview Day Two

7:45 am [Name] picks up candidate for breakfast at [place]

8:00 - 8:45 am: Breakfast at [place]

- 8:45 - 9:00 am: bring candidate to break space and then bring candidate to [Location]

9:00 - 9:45 am: Meeting [Name] at [Location]

- 9:45 - 9:50 am: [Name] meets candidate at [Location] and brings to [Next Location]

9:50 - 10:30 am: Meeting with [Name] and [Location]

- 10:30 - 10:35 am: [Name] meets candidate at [Location] and brings to [Next Location]

10:35 - 10:55 am: Break

- 10:55 - 11:00 am: [Name] meets candidate at break space and brings to [Next Location]

11:00 - 11:45 am: Meeting with [Name] at [Location]

- 11:45 - 11:50 am: [Name] brings the candidate to the students at [Next Location]

11:50 am - 12:50 pm: Teaching Demonstration [Location]

- 12:50 - 12:55 pm: [Name] meets candidate and brings to break space
- 12:55 - 1:00 pm: [Name] meets candidate at break space and brings to [Next Location]

1:00 - 1:45 pm: Meeting with Steering Committee at [Location]

- 1:45 - 1:50 pm: [Name] brings candidate to ground transportation

Ground transportation information

Flight information