OFFICE FOR INCLUSION AND CIVIL RIGHTS

INTERVIEWING BEST PRACTICES

By following these recommended practices, committees maintain a fair, consistent, and compliant evaluation process that guarantees equitable treatment of all candidates.

Planning for Interviews

It is important to create a welcoming and inclusive environment for applicants during the interview process. While the search committee's purpose is to evaluate the applicant for the position, the applicant is assessing UConn and determining if this opportunity is right for them. Positive interactions with the search committee and the interviewers may be the deciding factor for the best candidate to accept an offer.

To maintain consistency, the same format should be used for all applicants. Ex. if virtual interviews are used, all applicants should be interviewed virtually, unless a candidate specifically requests it due to geographic or unusual personal circumstances.



Pre-Interview Logistics

- Send confirmation emails with a detailed itinerary (including interviewer names/titles), parking locations, and accurate directions.
- Send decline notices to applicants that **did not meet position requirements**. You may also decline **not interviewed** applicants who will not be advancing to the interview round.
- Allocate time between interviews for the interviewers to discuss notes and candidates to take breaks.
- Ensure every candidate has access to the same stakeholders (e.g., Department Heads, Deans) and comparable travel/hotel arrangements.
- Proactively consult with candidates regarding any necessary accommodation.



Interview Questions

Must be relevant, objective, demonstrable and non-comparitive.

- Draft a set of standardized questions that will be asked of all applicants
- Interview questions are related to the qualifications
- All qualifications are being evaluated
- Questions are appropriate for the level of position
- Question is necessary to evaluate the candidate
- All questions are non-discriminatory and legally permissible



Conducting the Interview

- Greet arriving and provide a private waiting area where they will not run into competing applicants.
- Introduce the committee, outline the interview format, and share relevant background on the department.
- Leave time for candidate questions. Disclose the remaining timeline, explain how decisions will be communicated, and ask for permission to check unlisted references.

Reminder: All time spent with a candidate—including casual coffee breaks, meals, and car rides—is legally considered part of the interview process. Inappropriate or illegal topics must be avoided entirely in both formal and social settings.



Additional information relative to compliance in the search and hire process is included on the OICR website.

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