

# **SECTION VII**

# **INTERVIEWS**

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## INTERVIEW PREPARATION

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1. Prior to the interview, make sure that:
  - a. Seating arrangements are as comfortable as possible.
  - b. If water is made available to the candidates, the area is maintained.
  - c. Any accommodations such as overhead, VCR, or other equipment are available.
  - d. All committee members are present.
  - e. Questions have been assigned to specific members and that questions have been read out loud by questioner to ensure smooth delivery.
  - f. Committee members are reminded that questions must be asked the same way for all candidates.
  - g. You have arranged appropriate waiting area for candidates. It may be awkward to have an exiting candidate “bumping into” the next interviewee.
2. Remember that the candidates are undoubtedly experiencing some stress associated with the process and many may have never experienced a formal interview of this type. DO what is fair and reasonable to make the candidate feel as comfortable as possible under the circumstances.
3. Remind committee members to remain attentive, avoid distracting behaviors, and to be conscious of their body language.
4. Avoid any personal conversation irrelevant to the interview, e.g. common acquaintances, what’s happening at his/her institution, etc.
5. Remind committee members that the college is “being interviewed” and evaluated by the candidate.
6. If the process appears to be dragging because of answers which are too long, gently remind the candidate of the time constraints.
7. Avoid any discussion of candidates until the designated discussion period.
8. Ultimately, the interview process and structure is designed to be fair to all candidates.

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## GENERAL INTERVIEW QUESTION GUIDELINES

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1. Make sure that all questions are JOB RELATED.
2. Avoid questions which can be answered with simple "Yes or No" responses. Ask "why" and "how" questions.
3. Question the purpose of the question! What is it that you need to know and what is the best question to ask to get the information? Will the question give you insight into the individual's ability to be an effective teacher, lab technician, secretary--employee? Does it provide insight into the candidate's ability to meet the needs of a diverse student population?
4. Ask the appropriate number of questions for the time period allotted.
5. Practice reading the questions out loud to make sure that they make sense to the listener.
6. Discuss and agree upon the desirable points to be covered in the answer.

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## SAMPLE INTERVIEW QUESTIONS/RESPONSES

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1. (Information) What kinds of assignments are students in your XYZ Class expected to complete in order to demonstrate subject mastery?  
  
Desired responses: Multiple kinds of assignments, written examinations, practical demonstrations, homework assignments, research project, group presentations, etc.
2. (Situational) A student repeatedly arrives 10-25 minutes late to your 8:00 a.m. class. This tends to distract students who are already engaged in learning activities. How would you handle this situation?  
  
Desired responses: Ask student to meet with you after class, avoid embarrassing student in class, determine cause of tardiness, establish commitment of student to be on time, discuss consequences if behavior does not change.
3. (Attitude) What obligations does an XYZ instructor at De Anza/Foothill College have beyond the classroom?  
  
Desired responses: Meet with students (office hours), remain current in discipline, participate fully in department business, be an active participant in campus governance activities (committees, club advisor, senate etc.) available to community as XYZ expert or community service.

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## INTERVIEW PROTOCOL

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1. Greet the candidate and escort him/her into the room.
2. Introduce the candidate to the committee and follow with committee introductions (either chair or self-introductions). Remember that handshaking may or may not be a comfortable exercise given the room layout or the candidate's cultural background. Conclusions about a candidate related to this ritual greeting should be avoided.
3. Ask the candidate to be seated.
4. Explain the format of the interview indicating:
  - a. The maximum time allotted for questions/answers; reference (if so, they may not be removed from the room);
  - b. That these are questions given to all candidates but that the candidate should feel free to elaborate if it would be helpful to the committee and that committee members may ask follow-up questions;
  - c. That following (or prior to) the interview, the candidate will be asked to perform a teaching or other demonstration.
5. Following or prior to the interview, escort the candidate to the demonstration area, indicating the location of the available materials.
6. Indicate the maximum time allotted for the demonstration/exercise.
7. Following the demonstration/exercise, escort the candidate back to interview site.
8. Ask concluding questions, e.g. do you have anything to add or questions of us?
9. Upon conclusion:
  - a. Thank the candidate for coming.
  - b. Indicate the committee's time frame for making its recommendations to the next decision-maker in the process.
  - c. Make sure that the candidate has not left his/her materials behind or inadvertently picked up the copy of the questions.
  - d. Ask if the candidate needs directions or assistance to return to his/her vehicle.