

Interview Scheduling Guide The following information are important factors to consider when scheduling interviews for candidates. A first impression is important, keep in mind how important a positive experience is for all of our candidates. Please keep in mind that some down time and preparation time will be helpful to the candidates. We do not need to fill every minute of their day.

Calendars

- Request holds on calendars as soon as potential dates are identified.
- Once dates are confirmed, notify staff to release the held dates.

Meeting Rooms:

- When scheduling rooms be mindful of the size of the room and the equipment needed. Be sure to ask if the equipment is in good working order.
- Consider the location of the room. Are there distractions such as long glass windows or outside noise?
- Room locations ([K-State Student Union](#), [Alumni Center](#), [Leadership Studies](#), [Hale Library](#), [Bluemont Hotel](#), [Holiday Inn at the Campus](#) or large lecture space). Please note there may be cost associated with some of these locations.

Hosts:

- Arrange for a host to escort the candidate from one location to another. The host should wear a name tag and be prepared to give the candidate directions to restrooms, drinking fountains, etc. Include the host's name and phone number on the schedule. Please provide hotel information if the candidate is arriving by car.

Flights:

List the flight number and time on the schedule. Include the contact information of the individual who is picking up the candidate or instructions for the candidate to get to the hotel. If the candidate has a late flight into town, consider a later start time the next morning to account for potential delays.

Tours

- Plan for campus and city tours. New Student Services (785-532-6237) will give 1 hour tours as requested. Manhattan Chamber of Commerce (785-776-8829, Olathe Chamber of Commerce (913-764-1050), Salina Chamber of Commerce (785-827-9301) will give a community tour (1.5 hours).
- Include a short tour of the candidate's potential work area.

Meals

- Find a few individuals that are willing to host candidate for a meal.
- Determine reimbursement arrangements for individual hosting the meal.
- If the candidate will be responsible for his/her own meals provide options available.

Parking

- If your candidate is driving themselves be sure they have a campus map marked with the closest parking lot. If possible, reserve a metered parking stall.

Interview Announcements:

- The Division of Communications and Marketing can assist you in creating a website to post the candidates materials. We recommend that you redact personal information, such as the candidate's home address and phone number prior to posting on a website.
- K-State Today will list your candidate's interview. Provide a link to your departmental web page. The deadline for submissions is noon the weekday before the requested publication date. For Monday's email, the deadline is Friday at noon.

Final Preparations

- Confirm schedules, host duties, hotel room reservations and meeting space reservations.
- Send the candidate their schedule along with information about the University (including a map) and community information. The Manhattan Chamber of Commerce has packets available.
- E-mail the final schedule to everyone involved. Be prepared for last minute changes.
- It is optional to prepare a small welcome packet for your top candidates. A handwritten "welcome to K-State" note is nice. This may be left at the hotel and the candidate will receive it at the time they check in or it may be placed in their hotel room. Be consistent and conscious of a reasonable limit on the monetary value. Items such as departmental mugs, coasters, pen and paper, K-State magazines, etc. are appropriate.
- Inform the candidate of any special needs for the visit such as comfortable shoes or a light jacket.
- Be prepared with an umbrella if needed.
- Necessities: Water, facial tissues and mini hand sanitizer.

Special Accommodations (if needed or requested)

- Individuals may request a reasonable accommodation during the interview process. Please contact the ADA Coordinator for assistance at 785-532-6227.