



UNIVERSITY OF WYOMING

Interview FAQ's

How many people need to be on the interview committee?

The purpose of the interview committee is to bring a variety of perspectives and insight to the interview process. We recommend that the committee is comprised of at least three members to evaluate all application materials, determine which candidates will participate in the interview process and actively conduct the interviews.

One of the committee members won't be able to make it to all interviews. What do I do?

Unfortunately, that member will not be able to participate on the interview committee. If the member has already sat in on interviews, you will need to remove that member's evaluations of the interviews.

When can we begin interviewing applicants?

After your interview questions and screening evaluations have been provided to HR Staffing/Employment Partners via recruit@uwyo.edu.

Can we interview all applicants in the pool?

Yes.

What should I do when I'm interviewing an applicant and they are self-disclosing information such as marital status, religion, etc.?

When an applicant voluntarily offers such information it is a good idea not to write this information down and guide the interview away from such disclosures into topics specifically related to the job.

We have tried unsuccessfully to schedule an interview for one of the applicants. What do I need to do?

Send the candidate an email indicating your desire to schedule an interview and follow-up with a phone call to all email addresses and phone numbers on their resume and application materials. You should indicate a deadline to respond in order to be considered for the interview (within one week).

I had a "no show/no call" applicant for an interview. What do I do?

You may try to contact them to see if there was a communication problem, an unavoidable conflict or an attempt to reschedule. However, if they do not respond to your phone calls/messages, and you have given them a reasonable period of time to respond you may consider them withdrawn.