

Interview Preparation Checklist

Campus Visit Preparation

Task	Responsible Party	Target Date
Make travel and lodging arrangements	Search Coordinator	
Arrange for transportation to and from the airport, train station, etc.	Search Coordinator	
Allow candidate opportunity to request ADA accommodations	Search Coordinator	

Welcome Package

Taking the time to prepare the candidate for his or her visit sends an important message about the University of Connecticut as a potential employer. The following items should be sent to each final candidate prior to his or her visit:

Task	Responsible Party	Target Date
Letters of welcome confirming the day and time of the visit, travel and lodging arrangements, information regarding the reimbursement of recruitment expenses and contact information	Search Coordinator	
Itinerary for the visit include a complete schedule of events and names and titles of individuals that the candidate will meet	Search Coordinator	
Brochures and information about the department, if available.	Search Coordinator	
Brochure for the Recruitment Ambassadors Program with link to website	Search Coordinator	
Links to relevant UConn websites such as the department's home page, the University's Fact Book, and the Work Life Website	Search Coordinator	

Welcoming the Candidate

Task	Responsible Party	Target Date
Arrange for someone to meet and greet the candidate at the airport	Search Committee Chair	
Arrange for a host to give the candidate a tour of the campus and to accompany the candidate to and from interview locations	Search Committee Chair	
Invite the candidate to meet with faculty with whom he or she may have similar research interests, including faculty from other Schools and Colleges	Search Committee Chair	
Schedule a meeting with a Recruitment Ambassador to discuss life at the University		
Arrange meeting with the Department Head		
Arrange meeting with the Dean as appropriate		