
Changing the Interviewing Process - A Case Study

Presentation at goo.gl/CQR57z

Jeremy Friesen

Digital Library Technologies

University of Notre Dame

jfriesen@nd.edu

github.com/ndlib

Moved from ad hoc to structured interviews, with templates and READMEs for future interviews.

- Created a rubric
- Created baseline questions to ask each candidate
- Provided candidates baseline questions in advance
- Sought written responses the day before we interviewed

First, at Notre Dame we evaluate staff based on:

- University Values - nd.edu/faculty-and-staff/
- Position Responsibilities

The established rubric gave equal weight to values and responsibilities.

Hiring committee collaborated to create a set of baseline questions that were open-ended and tracked to one or more check-boxes on the rubric.

When reaching out to the candidate for our initial Skype interview and then the face to face interview we:

- Included the baseline questions for that round
- Asked for written responses to some of the questions

On the day before the interviews, we'd circulate the written responses to those participating in the interview.

From those responses, we asked follow-up questions and for specific scenarios.

Interviewers focused on the rubric and answering 3 questions about the candidate:

- Strengths
- Concerns
- What would the candidate need to succeed

When checking references, I circulated the position description and asked for the references perspective on:

- Strengths
- Concerns
- What would the candidate need to succeed

What I found was:

- Interviews were far more interactive
- Everyone had time to think on the subjects
- Follow-up questions dug deep into specifics
- Staff do not understand one of our University values
- One candidate self-selected out by saying "I don't do essay responses"
- Templates rock! As does documentation!

What I will change going forward:

- Our first round of questions was perhaps a bit more interrogative than I want
- Changing the process was confusing, so more documentation up front
- Clarify for our candidates the evaluation process and measurements

Next Steps

As the position is not yet filled, I won't be publishing the information (so everyone applying has a fair shake). However If you reach out to me, I'll share the information. Once the position is filled, I'll publish the contents.

Presentation at goo.gl/CQR57z

Jeremy Friesen

Digital Library Technologies

University of Notre Dame

jfriesen@nd.edu

github.com/ndlib