**On-Campus Interview Itineraries**

A comprehensive itinerary will ensure that the day of the interview is organized; that all

necessary parties are included; and that the candidate will be put to some ease knowing what to expect throughout the day. A well planned out itinerary is a key piece of a smooth campus visit and a positive first impression.

**Sample Itinerary**

**Dr. John Doe, Candidate**

**Director, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: Wednesday, March 6, 2016**

 3:12 p.m. Arrives at Roanoke Airport; Dr. Jordan picks up.

Staying at LaQuinta Inn, confirmation number 51006.

 6:00 p.m. Dinner at River Course Restaurant. All Search Committee Members invited.

**Date: Thursday, March 7, 2013**

 8:45 a.m. Pick up Dr. Doe at LaQuinta Inn (Jordan)

 9:00 a.m. Meet with Mr/Ms/Dr \_\_\_\_\_\_\_\_, Vice President, \_\_\_\_\_\_\_\_\_

 Mr/Ms/Dr \_\_\_\_\_\_\_\_\_\_ will walk Mr. Doe to the conference room.

 10:00 -10:30 a.m. Meet with \_\_\_\_\_\_\_\_\_\_Department

 10:30 – 11 a.m. Meet with Mr/Ms/Dr\_\_\_\_\_\_\_\_\_\_

 Mr/Ms/Dr\_\_\_\_\_\_will walk Dr. Doe to \_\_\_\_\_\_\_\_\_\_

 11 – 12 p.m. Campus Forum

 Location: Hurlburt Auditorium

 NOON Lunch with President’s Cabinet

 1 – 2 p.m. Group Meeting with representatives of SGA, SAC, and Faculty Senate

 Location: Heth Room\_\_\_\_\_\_\_\_\_\_

 Faculty Senate:

 Dr. \_\_\_\_\_\_\_\_\_\_\_\_, President

 Dr. \_\_\_\_\_\_\_\_\_\_\_\_, Vice President

 Staff Advisory Council:

 Mr/Ms/Dr.\_\_\_\_\_\_, Chair

 Mr/Ms/Dr.\_\_\_\_\_\_, Vice Chair

 Student Government Association:

 TBA

 Mr/Ms/Dr\_\_\_\_\_\_will walk Dr. Doe to Heth Hall

 2 – 2:20 p.m. Tour of Campus

 2:30 – 3 p.m. Exit Interview with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3 p.m. Depart Campus

**Including All Necessary Parties**

When bringing candidates to campus to interview, it is important to include all necessary parties in order to ensure the appropriate level of campus interaction is achieved.

Here is a helpful chart of who your itinerary should include, based on position level:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position Level** | **President’s Cabinet** | **Faculty Panel** | **Search Committee** | **Hiring Manager** | **Peers** | **Campus Forum** |
| Senior | X | X | X | X | X | X |
| Director/Dean | Optional | Optional | X | X | X | X |
| Asst Director/Dean | Not needed | Not needed | X | X | X | Optional |
| Coordinator/Admin | Not needed | Not needed | X | X | Optional | Not needed |
| Entry-level  | Not needed | Not needed | X | X | Optional  | Not needed |