

LVAIC Chair and Program Director Development Effective Hiring

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Objectives

- ❖ Recognize the value of utilizing experiential interview questions.
- ❖ Evaluate current interview processes and questions utilized in your department/institution
- ❖ Practice utilizing behavioral based interviewing technique



Meeting your objectives

- Intro – Name, institution, role
- Why did you sign up for this session?
- What do you hope to achieve?



Current Experience

What is working well?

What isn't working well?

What do you believe is missing?

What types of constraints do you face?



Behavioral Based Interviewing

Focus on past performance and experience

Designed to explore skills, attributes and attitudes.



Designing the Interview

❖ Process

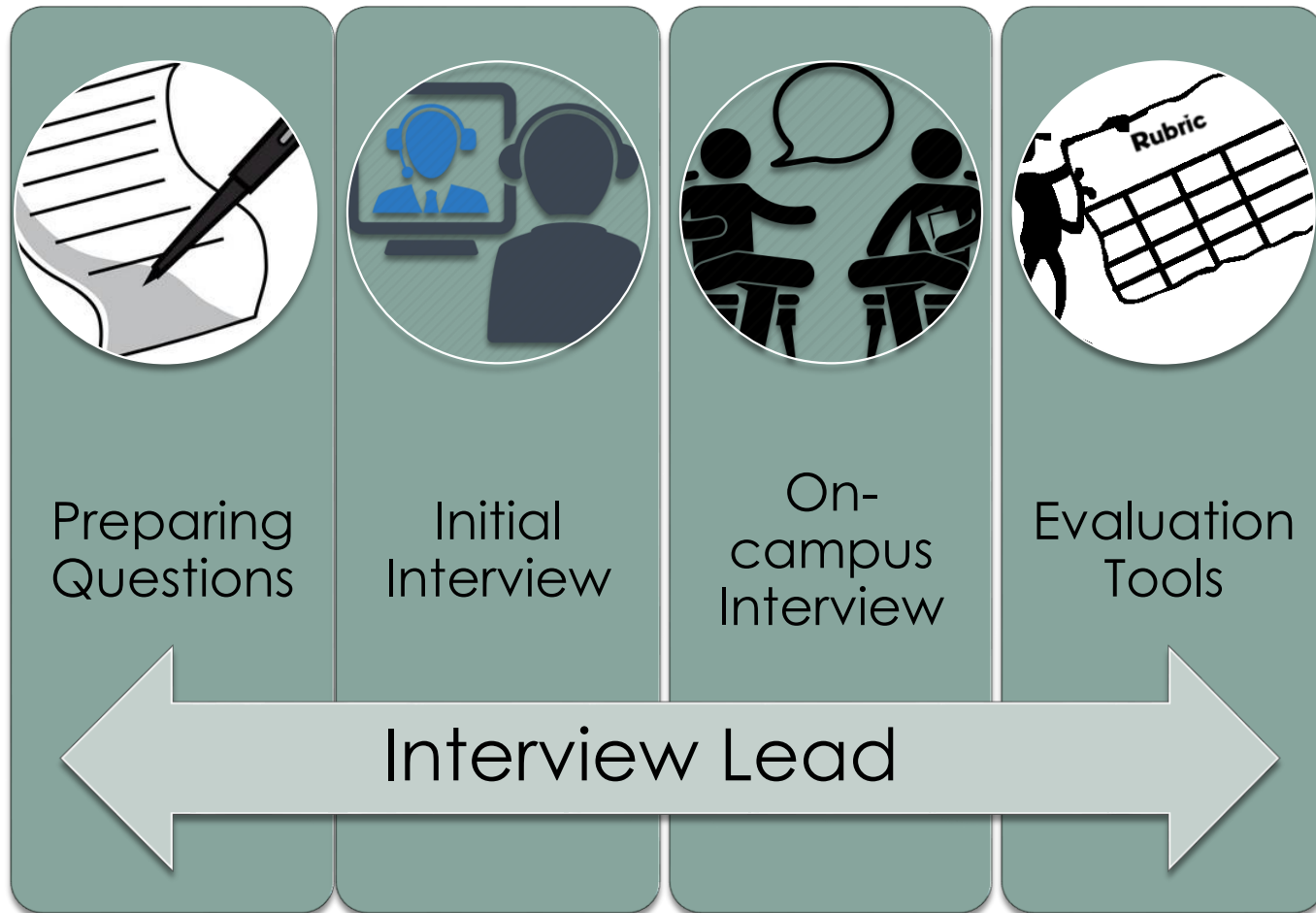
❖ Role

❖ Departmental/Institution

❖ Diversity and Inclusion



Process



Role/Search Requirements

- ❖ Clear Role Description
- ❖ Elements of role
- ❖ Evaluation of the role



Department/Institution

❖ Mission

❖ Values

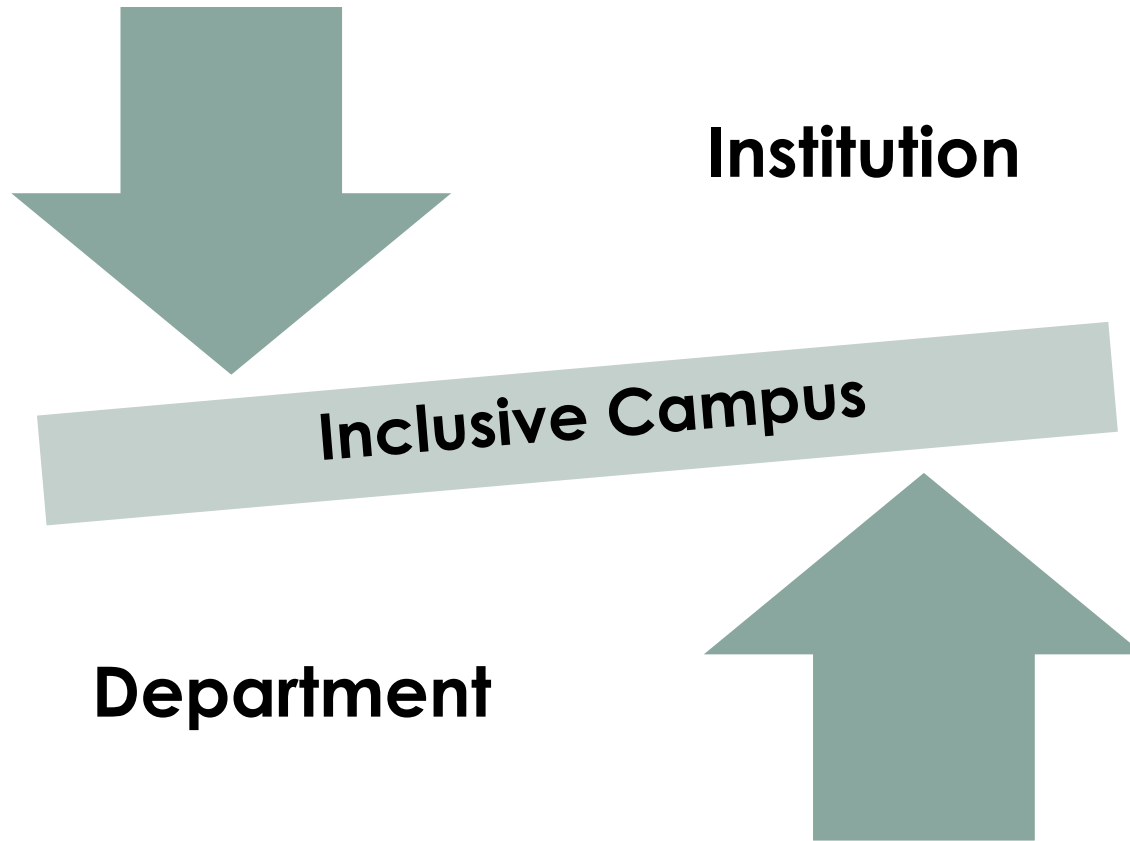
❖ Culture

❖ Initiatives

❖ Assessment and Evaluation



Diversity and Inclusion



Designing the Questions

BI Questions are not questions...

- ❖ Opening Phrase
 - Tell me, give me, describe
- ❖ Situation or Problem
 - Avoid conditions of success
 - Consider resource qualifiers



Time to design

Improve or create three
interview question for a
position in your
department



Conducting Interviews

- ❖ Creating the right environment
- ❖ Preparing others
- ❖ Clarifying as needed



Next Steps

- ❖ Check in on objectives/goals for session
- ❖ What one thing will you do differently as a result of this session?



References/Resources

Buller, J. L. (2012). *The Essential Department Chair*. San Francisco, CA: Jossey-Bass.

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Questions



Practice

