**Screening Interview | Questions Template**

Assigning questions *prior* to the screening interview will help the search committee stay organized and on track. See the [**Competency-Based Questions**](https://studentaffairs.uga.edu/wp-content/uploads/2023/02/Competency-Based-Questions.pdf) resource for sample interview questions.

The Search Chair should act as the host of each screening interview – This includes greeting the candidate, facilitating introductions, and keeping the meeting on time. This template is meant to serve as a guide, and can be adjusted to meet the needs of each search.

**(*Insert position title*) | (*Insert unit name*)**

**ROUND 1 | INTERVIEW QUESTIONS**

(*Insert Search Chair*): Assume hosting duties.

*Thank you for your interest in the (insert job title) position. We’ve got 30 minutes together today. For the first 20-25 minutes of the meeting, we have prepared some questions for you, saving the last 5-10 minutes to answer questions you have. Let’s kick off with search committee introductions.*

* Search Committee members introduce themselves, an overview of their role/what they enjoy about it, and how they will interact with the (*insert job title*).

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1. **Search Chair:** Take a few minutes to tell us about yourself and what attracted you to apply for this position.
2. **Committee Member #1:** (*insert question*)
3. **Committee Member #2**: (*insert question*)
4. **Committee Member #3:** (*insert question*)
5. **Search Chair:** (*insert question*)
6. **Committee Member #1:** (*insert question*)
7. **Committee Member #2:** (*insert question*)
8. **Committee Member #3**: Is there anything else of a professional nature you would like us to know when considering your candidacy that we have not already asked?
9. **Search Chair:** What questions do you have about the position?

*Search Chair watches clock – turns it over to candidate with 5-10 minutes left.*

*At the 30-minute mark, the Search Chair will thank the candidate for their time, communicate a timeline for next steps, and wrap up the meeting.*