

Behavioral Agreements During Interviews

Before the Interview

1. Arrive 5 minutes early
2. Close extraneous software¹
3. Center ourselves²
4. Blur zoom background
5. Review which questions(s) you are asking
6. If desired, make a copy of the questions document to take notes on (put your initials in the document name so Fran knows it is an intentional document and does not delete it by mistake)

During the Interview

1. Introduce yourself by name and highest position in POD (Fran will call names)
2. Keep camera on if at all possible
 - a. If you have to turn off your screen or step away, put a brief note of explanation in the chat³
3. Make eye contact (Fran will mention in intro that some of us may be taking notes)
4. Fran will mention in intro that we are not asking followup questions so we are consistent w everyone
5. Mute your microphone when not speaking

Asking and answering questions

1. The person assigned to the question asks it as written.
2. Be personable (or, as German so eloquently stated, “Don’t be a robot!”)
3. It’s ok to add a transition before the question (e.g., “now we will change gears to discuss” or something similar)
4. If the person we are interviewing asks for clarification, the person who asked the question is the one who responds.
5. If the response is not what we are asking, the person who asked the question clarifies the question.
6. No other follow up questions (as hard as that will be ☺)

After the Interview

1. Cameras off
2. Take care of your own needs. Get up and stretch, etc.
3. Take up to 10 minutes to notice how you are feeling and make a few notes about the candidate.⁴

¹ Mindfulness during this process can help mitigate bias.

² High cognitive load, distracting environments, being pressed for time, and multitasking are all situations where unconscious bias can creep in.

³ Clear communication prevents misunderstandings

⁴ Clarify our own thoughts before discussing the candidates with others on the search committee.