

**Best Practices for Collecting Candidate Feedback**

During a campus interview, search teams may hold interviews/sessions for candidates to meet with other faculty, staff, and/or students. There may also be times a candidate will meet individually with another member of faculty or staff or a student. After these meetings, you’ll want to gather participants’ feedback about the candidate. Use the best practices listed below to help ensure an efficient and equitable feedback process.

* **Set participants up for success**. To ensure you are receiving the most accurate and unbiased feedback, make sure to let participants know what qualifications and qualities you are searching for in a candidate. These criteria should come from the job description.
* **Use a rubric to make consistent and equitable assessments around criteria.** Using a rubric provides an efficient, structured, and objective decision-making process. All participants should be knowledgeable of how the criteria is defined in the rubric.
* **Let participants know what interview questions you have already asked or share questions you have not asked but would like to.** Occasionally, there may be some overlap in questions to the candidate as participants are getting to know them. However, we want to avoid asking the same questions over and over in all their interviews/meetings. This can be very draining for the candidate.
* **Have the same participants for all candidates.** It is ideal to have the same people participating in the campus interviews for all finalists. This will help you get the best feedback and allow the participants to evaluate each of the candidates.
* **Please provide the** [**Legal Aspects of Interview Questions**](https://cctigers.sharepoint.com/%3Ab%3A/s/OfficeofHumanResources/ERg4l_1efthHjQPxV3HtIe8BKlBuzA9Zm-BhkfMW10YQSQ?e=gKM412) **to participants.** This will help participants know which questions/topics to not ask candidates.
* **Collect feedback.** After the campus interview, make sure to collect feedback from participants that met with the candidates. You can do this by collecting the rubrics sent to participants or by sending them a survey via Microsoft Forms or Qualtrics. The survey should consist of questions related to the qualifications discussed prior to meeting with candidates.