# Guidance: Search Finalist Interviews – Spring 2023

Jan30, 2023 | [All-College](https://intranet.arts.psu.edu/category/all-college/), [Info for Faculty](https://intranet.arts.psu.edu/category/resources-guidance/faculty/), [Resources + Guidance](https://intranet.arts.psu.edu/category/resources-guidance/)

This document outlines guidance for interviewing candidates for full-time position searches in the College of Arts and Architecture during spring semester 2023. This guidance is informed by a discussion among college leadership and other stakeholders to determine how the college will interview finalists for searches.

This guidance outlines an approach that aligns with current health and safety guidelines and allows for meaningful in-person experiences with finalists for positions in which in-person interviews are preferred or deemed necessary.

The University allows visitors to campus and provides guidance and expectations they are to follow during their visit.

All candidates on the pre-finalist list (long-short list) will be interviewed by Zoom to determine the list of finalists (typically 2–3 candidates).

All finalists approved for an on-campus interview will have the option to interview either remotely or in-person. This invitation must include the [Acknowledgement of Risk statement (DOC)](https://www.vpfa.psu.edu/files/2021/08/Penn-State-COVID-19-Info-and-Signage-Acknowledgment-_-8.4.2021.docx)  and links to Penn State [COVID guidance](https://virusinfo.psu.edu/university-status/) (on indoor masking, visitors, etc.) and the [COVID dashboard](https://virusinfo.psu.edu/covid-19-dashboard/). All communication regarding the options must be clear, non-judgmental, and conveyed in such a way that the candidate (1) does not feel a particular option is preferred and (2) does not need to disclose their health status.

Itineraries for on-campus finalist visits will be limited to 2 days. In-person meetings on the itinerary will include 1:1 meetings and group discussions. A hybrid or remote option must be available for all 1:1 and group discussions to accommodate individuals who do not want to participate in person. Meetings must be hybrid to accommodate faculty, staff, and students who have accommodations to work off campus. The recommendation is to limit the number of Zoom links for hybrid meetings if possible.

Group meals are allowed if the finalist is comfortable. For breakfasts, it should be the finalist and one search committee member/or chair. For lunches and dinners, no more than 4 attendees (finalist + up to 3 university employees).

If a finalist is unable to visit campus after agreeing to interview in person, their entire itinerary can be changed to remote. This candidate must be informed they will not be at a disadvantage. Invitations to attend all meetings and presentations for all finalists must include language such as the following: Regardless of whether a finalist interviews in person or remotely, all finalists must be assessed in a way to avoid bias.