

Open Forum Etiquette Guide – For Visiting Candidates and Campus Community

What is an Open Forum?

Open to the campus community, open forums are an exclusive opportunity for candidates to share their experiences and engage with our team in a focused and close setting. Typically, Faculty and Director-level candidates are offered an opportunity to participate in an open forum during their on-site interview. These generally take about an hour.

Information For Visting Candidates

- **Provide a brief presentation.** If you have projects, lectures, etc., that you are proud of, we encourage you to develop a brief presentation to share with our campus community.
- **Prepare for open dialogue.** Our campus community will have questions for you!
- **Provide a brief bio.** Resumes will not be shared with our campus community. If you would like to write a brief biography on yourself to include in our campus invitation, please send this to the Search Committee Chair!

Information For the Search Committee

- **Support the candidate.** All members of the search committee should be in attendance for the open forum, if able.
- **Resumes may include personal information, so please do not share.** Please connect with the candidate to see if they would like to provide a brief biography.
- **Members of the campus should be notified of the open forum well in advance.** Here is a sample message for the invitation to the campus community (if you don't have access to send to the Faculty/Staff ListServ, please contact HR):

Invitation to Join (Job Title) Open Forum(s)

The search committee invites you to meet candidate(s) for our (Job Title) position. Scheduled times and locations listed below.

About the Position

Provide a brief description of the position – typically this is the job summary on the job description.

- Day, Date, Time, Location, Candidate Name, Candidate Bio
- Day, Date, Time, Location, Candidate Name, Candidate Bio
- (etc.)

Post-Open Forum Survey Link (please reach out to HR for this link)

For the Campus-Community

- **We want to hear from you!** If you are joining an open forum, please review the candidate's biography and the job description to understand the role. Please come prepared to ask a lawful question and engage in conversation. A survey is linked in the open forum invitation for your thoughts after the open forum.
- **If you are an internal candidate** in the search pool, to ensure fairness and respect for all candidates, please refrain from attending the open forum for other candidates. We understand this is a unique situation, and greatly appreciate your cooperation and understanding.