



Hospitality Checklist for On-Campus Visit

The on-campus interview is a critical step of the recruitment process for both the search committee and the candidate. Not only is it a time for search committees to determine which candidate is the best fit for the position but it is important to make the visit as positive as possible for the candidate. The recommendations below are provided to help ensure that the on-campus visit is as productive as possible. If you have additional recommendations please forward them to Jennifer Kester, Assistant Director-Recruitment and Employment at kesterjkm@jmu.edu or 540-568-6728.

Prior to the On-Campus Visit

- ✓ Ask the candidate if there is anyone specific they would like to meet with during their visit.
- ✓ Finalize the candidate's agenda/itinerary.
- ✓ Reserve rooms on campus that will be needed for interviews/presentations.
- ✓ Send calendar requests to search committee members and others that will be meeting with the candidate.
- ✓ Arrange for candidate travel and lodging once visit dates are confirmed.
- ✓ Arrange candidate transportation between lodging and campus if necessary.
- ✓ Communicate with the candidate. Provide the following information:
 - Travel, lodging, transportation and on campus parking details, if applicable
 - Agenda
 - Provide the candidate with the name and contact information for a point of contact during their visit.
 - Outline which expenses will be covered by the university and which are the responsibility of the candidate (example: airline expenses, rental car, gas mileage, cab, meals and incidentals)
 - Inform the candidate of what paperwork will be required for reimbursement and how they will be reimbursed

During the On-Campus Visit

- ✓ Ensure that all faculty, staff and students who will be spending time with the candidate are aware of which topics should be avoided during conversation with the candidate.
- ✓ Arrange for someone to meet the candidate at the airport or welcome them upon their arrival.
- ✓ If time allows, have someone provide a tour of the campus and surrounding community.
- ✓ Provide opportunities for the candidate to meet faculty and other members of the JMU community outside of the search committee, in both formal and informal venues.

- ✓ Inform the candidate of what the next steps in the recruitment process are.
- ✓ Thank the candidate for taking the time to travel to JMU.

After the On-Campus Visit

- ✓ The AUH or search committee chair should remain in contact with the candidate to answer any questions the candidate may have.
- ✓ Provide the candidates with timely updates regarding the status of the search.