

# Hospitality Checklist for On-Campus Visit

The on-campus interview provides an opportunity for search committees to determine the most qualified candidate for a position; it is important to provide a positive visit for the candidate.

Below are recommendations of actions that can be taken to ensure that the on-campus visit is as productive as possible:

## Prior to the On-Campus Visit

- Finalize candidate's travel agenda/on-campus itinerary.
- Arrange for candidate's travel and lodging once visit dates are confirmed.
- Arrange transportation to campus if necessary.
- Reserve needed rooms on campus for interviews/presentations.
- Provide the candidate with a copy of the itinerary in advance of their visit.
- Send calendar requests to anyone who will be meeting with the candidate.
- Ensure that all faculty, staff and students who will be interacting with the candidate are aware of what questions are appropriate to ask.
- Greet candidates shortly after they arrive to the area:
  - If arrive by plane, arrange to have them picked up by an institutional chauffeur at the airport
  - If they are driving, telephone to welcome them shortly after their anticipated arrival
- Communicate the following with candidate:
  - Lodging, travel, transportation and campus parking details
  - Agenda for visit
  - Name and contact information of the candidate's main contact during their visit
  - Paperwork that will be required for reimbursement and how they will be reimbursed
  - Outline of which expenses will be covered by the university and be covered by the candidate (e.g. airline, rental car, gas mileage, meals, cab, and incidentals)
    - Contact [Accounts Payable](#) for questions and assistance for expenses

## During the On-Campus Visit

- Assign a member of the search committee to welcome the candidate upon their arrival to campus.
- Provide a tour of campus and the candidate's typical workplace or department.
- Allow time for the candidate to explore the surrounding community and meet with a realtor.
- Provide opportunities for the candidate to meet faculty and other key stakeholders outside of the search committee.
- If a candidate asks questions related to immigration or sponsorship please contact the [Director of International Student and Scholar Services](#).
- Accommodate special requests (e.g. area tours):
  - If a candidate needs an accommodation during the interview, please contact your HR Recruitment Specialist for guidance
- Inform the candidate of what the next steps in the recruitment process are and provide a timeline for when you will be following up with them.
- Thank the candidate for taking the time to visit JMU.

## After the On-Campus Visit

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

