

Staff Search Interview Process

Two options for how to conduct the interview process:

OPTION 1 – Cloud method

Choose questionnaire(s) from pre-approved list
(See <2 minute video on right side of this page)

Design your interview methodology in your requisition
(See <4 minute video on right side of this page)

Coordinate a date/time with interviewees and interviewers via email/phone
(no video)

Create interview date, time, and instructions. Send it to candidate and interviewers.
(See <5 minute video on the right side of this page)

Distribute questionnaire to interviewers, and request feedback via Cloud
(See <5 minute video on the right side of this page)

OPTION 2 – Manual method

Submit interview questions to HRRecruitment@twu.edu for pre-approval

Submit matrix categories to HRRecruitment@twu.edu for pre-approval

Attach all interview notes to final candidate in Cloud

Attach completed matrix to final candidate in Cloud

