

- **Identify staff support to coordinate all necessary documentation, travel arrangements and reimbursements.**  
Offer to purchase airline tickets for the candidate, as well as provide accommodations.
- **Arrange to have the candidates traveling by plane picked up at the airport.**  
Inquire if there are any special accommodations necessary when booking transportation.
- **Prepare the escort who will be going to the airport to pick up the candidate.**  
The escort should, for example, know how to pronounce the candidate's name, review the candidate's vitae and have a sense of the candidate's academic interests. Also, instead of filling the time from the airport to the University with small talk that may lead to the discussion of inappropriate topics, the escort may wish to inform the candidate about cultural and community events taking place in Gainesville, as well as provide a brief overview of the University.
- **Develop an agenda for the visit that includes the names of individuals who will be helping the candidate move from one location to another, and provide the cell phone numbers of those individuals.**  
Determine whether or not the candidate will have individuals accompanying them during the campus visit; if so, prepare an agenda or a list of sites to see in Gainesville for the spouse, partner, or guest.
- **If a presentation or guest lecture is expected, notify each candidate and give them clear guidance about what is expected.**  
For example, indicate the anticipated length of the presentation, the intended audience, and clarify whether the unit is interested in a specific research topic or a broad overview of the candidate's research program and future research plans.
- **Schedule the candidate's interview with the department chair.**
- **Schedule interviews with the search committee and faculty; consider group or panel interviews to improve the reliability and efficiency of the interview process.**
- **Determine if the candidate has an interest in developing interdisciplinary collaborations on campus.**  
If so, offer information and access to faculty outside of your unit who might offer opportunities for interdisciplinary collaborations. Arrange

meetings if appropriate and if there is time in the schedule. Individuals also could be included in invitees to the “job talk.”

- \_\_\_ Inquire about any special needs of the candidate (physical, dietary, etc.).
  
- \_\_\_ Send the candidate department and college brochures, campus map, University publications, resource guide and faculty handbook, etc., or provide a link with URLs to the relevant information.
  
- \_\_\_ Send the agenda to the candidate ahead of time.
  
- \_\_\_ Be sure that faculty are aware of the criteria to be used in evaluating candidates before the candidates are brought to campus.
  
- \_\_\_ If department faculty other than those serving on the search committee will be involved in the evaluation of the candidate, provide those faculty with a candidate evaluation prior to the campus visit.
  
- \_\_\_ Ensure that each candidate receives the same welcome and introduction to the department, and comparable (if not the same) opportunities to interact socially with department members.  
For example, if one candidate is taken out to dinner, then all candidates should be taken out to dinner.
  
- \_\_\_ Before candidates leave campus, the search committee should let them know when a decision is expected and how they will be notified.