



**Thanks for applying. We are happy you are here!**

**Here are share some expectations and tips to help you prepare and succeed throughout the search process. 😊**

The Office of the Provost and University College are committed to a fair and inclusive approach to recruitment. The [UI values](#) reflect our commitment to this: “We recognize that people make our institution what it is. We are committed to fostering an open and welcoming environment where all can collaborate and support each other. We achieve excellence through recruiting, retaining, and advancing a diverse community, building an inclusive and accessible campus in which each of our unique social identities are valued, and ensuring our policies and practices are equitable and eliminate disparities.”

**Our recruitment process:**

First and foremost, congratulations on making it through the application process! As we progress into the interview stage, we want to say thank you in advance for dedicating your valuable time to us. We know it can be hard to take time off, so we will try our best to keep it to what is necessary. We also know that interviews can be a bit nerve wrecking, so we hope that by providing expectations up front, we can help you feel ready to bring your best self rather than worry about what to expect. If you need assistance or accommodations in any aspect of the interview process, please let us know and we are happy to see what we can do to adjust!

*The exact steps and timeline for each search varies. Below are possible stages of the process.*

1. **Preliminary Video Interview (30 min):** We like to start by getting to know you which is why you received this first invite. During this step, you can anticipate 5-7 questions about your professional experiences and clarify qualifications that were advertised. This is a great time to learn more about the role, meet the hiring manager, and helps us determine if your skills and experiences align with the position expectations.
2. **First Round Interview (1+ hrs.):** This is your time to really showcase your skillset! If you are selected to move forward, you may be provided the opportunity to meet with the full search committee *virtually or in person*. For this step, you can anticipate 10-15 carefully curated questions around some of the competencies in the role, as well as some situational and behavioral questions. This may also be a chance to meet with campus partners and other individuals that will collaborate with the person in this role.
3. **Final Interview, On Site (2+ hrs.):** Should you progress to the final round, we would love to invite final candidates to campus. If you haven't already this may be a chance to visit the campus and with constituents which the role you're applying for may work with regularly. It also allows for candidates to see the office space, connect face to face with members of the team informally and really envision themselves in the role.

*\*Please note: interview steps may be combined or modified to meet search and hiring team needs. The above schedule is tentative and may have variations. Reach out to the recruiter for questions.*

# IOWA

## Tips to set yourself up for success:

- **Research** the position, department, and connections of both to the campus mission.
- Really consider **what you need to know** about the role, office, and culture to be successful and accept a position.
- **Prepare questions** for various groups you'll meet with.
- Review at the job description to review the stated **key areas of responsibility** and the **competencies** required. Expect to answer behavior and competency-based questions.
- Plan to share why you applied, **what makes you stand out**, and why/how you're the best candidate for the job.

If you are not selected to move forward prior to in person interviews, you will likely be notified via email. Those not selected for final interview or for hire will typically be notified via phone call, usually by the hiring manager. Our recruiting and hiring team may offer feedback when requested.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.