

Sample On- Campus Interview Itinerary- Administrators

MINNESOTA STATE UNIVERSITY MOORHEAD

Day 1	Search Chair arranges candidate travel from airport to hotel (if not local candidate)	
6:00pm	Dinner with President Blackhurst (VP candidates only)	TBD
Day 2	Search Chair arranges candidate travel to campus	
9:00am	Candidate meets with President Blackhurst*	Owens Hall 203
10:00am	Candidate interview with Cabinet*	Owens Hall 201
11:00am	Candidate meets with Supervisor*	Owens Hall 201
12:00pm	Lunch	Dragon Cafe
1:15pm	Candidate prepares for Open Forum	CMU 203
2:00pm	Open Forum*	CMU 203
3:00pm	Search Chair arranges for candidate transportation to airport (if applicable)	

Please note:

- The items listed above are just a sample outline of an on campus interview itinerary for Administrator candidates. Times and lengths of meetings are simply listed as a template and do not need to be completed in any particular order.
- Items marked with an asterisk are required.
- Additional meetings specific to your department and/or to the position being searched should be incorporated.
- Search Committee Interviews will be conducted prior to the candidate's on campus interview