Online interview agenda

***This is a possible agenda for the online interviews, feel free to adjust. However, ask the same questions to all candidates to avoid bias.***

1. Preparation (before the arrival of the candidate)

• Ask the interviewers to be present 10 minutes before the start of the interview.

• Briefly discuss the candidate’s application package and CV review score.

• Briefly address the desired profile.

• Clarify the roles and focus of each interviewer. Decide who will be the chair and who will

keep an eye on the time.

2. Introduction

• Make sure the audio and microphones work on both sides

• Welcome the candidate.

• Introduce the selection committee members.

3. Outline

• Explain the goal, duration, structure/agenda of the meeting

• Explain the next steps in the selection process.

4. Introduction TU Delft, department & project

• Describe the department and its organisational chart.

• Tell more about the function: why is this function open, what does the daily work consist of?

5. Introduction & motivation candidate

• Can you tell us something about yourself?

• What made you apply for this job?

• Why do you want to work here?

• What are you looking forward to about working on this project?

• What has been the best moment in your educational career so far?

6. Content & Competence related questions

• Ask technical and competency questions and make notes on the scoring chart. ***Define these questions upfront! You can address the educational and scientific view and their view on valorisation and leadership.***

• Discuss outcomes and reflection of assignments and tests with the candidate.

7. Practical expectations

Questions could include:

• How do you feel about working in the Netherlands?

• Describe your family situation?

• Are there any conditions or obstacles for you to move here and start working?

• Do you have an impression of the cost of living in the Netherlands?

• Did you visit the Coming to Delft website?

• Do you want to have a career in academia?

• What do you look for in an employer and job?

• Are you currently in the interview stage with other applications?

• Do you expect or have you received other job offers? When do you have to decide?

• When can you start?

8. Questions from the candidate

• Make sure to reserve 10 minutes for questions from the candidate.

9. Next steps

• Explain terms and conditions that have not been addressed.

• Explain the next steps and when you will be in touch again.

• Thank the candidate.

10. Evaluation

• Before sharing their impressions of the candidate, selection committee members must

finalise their scoring charts and notes.

• Discuss whether the candidate matches the project and social fit.