**Interview agenda – PhD interview**

(copied from [intranet](https://intranet.tudelft.nl/-/update-%7C-phd-recruitment-guide-15-tips?p_l_back_url=%2Fsearch%3Fq%3Dselecting%2BPhD): [PhD Recruitment & Selection Guide – May 2023](https://intranet.tudelft.nl/documents/20147/459645/PhD%2BRecruitment%2Ben%2BSelection%2BGuide%2BV1.pdf/9c180f12-0c25-1adf-d0d1-61b49d64e890?t=1689681912790), p28+29)

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| **Example of an interview agenda:**  | **Discussed(check)** |
| **1. Preparation (before the arrival of the candidate)**  |  |
| 1. Ask the interviewers to be present 10 minutes before the start of the interview.
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| 1. Briefly discuss the candidate’s application package and CV review score.
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| 1. Briefly address the desired profile.
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| 1. Clarify the roles and focus of each interviewer. Decide who will be the chair and who will keep an eye on the time.
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| **2. Introduction**  |  |
| 1. Welcome the candidate.
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| 1. Break the ice by asking about their travels, etc.
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| 1. Provide them with something to drink, and seat them away from the glare of direct light.
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| 1. Introduce the selection committee members.
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| **3. Outline**  |  |
| 1. Explain the goal, duration, structure/agenda of the meeting
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| 1. Explain the next steps in the selection process.
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| **4. Introduction TU Delft, department & project**  |  |
| 1. Explain the PhD trajectory (**Go/No-Go**, Graduate School (*Language Requirements*).
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| 1. Describe the department and its organisational chart.
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| 1. Talk about the background, goal and nature of the project.
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| **5. Introduction & motivation candidate**  |  |
| 1. Questions could include:
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| * Can you tell us something about yourself?
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| * What made you apply for this job?
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| * Why do you want to work here?
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| * What are you looking forward to about working on this project?
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| * What has been the best moment in your educational career so far?
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| **6. Content & Competence related questions**  |  |
| 1. Ask technical and competency questions and make notes on the scoring chart.
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| 1. Discuss outcomes and reflection of assignments and tests with the candidate.
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| **7. Practical expectations**  |  |
| 1. Questions could include:
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| * How do you feel about working in the Netherlands?
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| * Describe your family situation?
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| * Are there any conditions or obstacles for you to move here and start working?
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| * Do you have an impression of the cost of living in the Netherlands?
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| * Did you visit the Coming to Delft website?
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| * Do you want to have a career in academia?
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| * What do you look for in an employer and job?
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| * Are you currently in the interview stage with other applications?
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| * Do you expect or have you received other job offers? When do you have to decide?
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| * When can you start?
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| **8. Questions from the candidate**  |  |
| 1. Make sure to reserve 10 minutes for questions from the candidate.
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| **9. Next steps**  |  |
| 1. Explain terms and conditions that have not been addressed.
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| 1. Explain the next steps and when you will be in touch again.
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| 1. Thank the candidate.
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| **10. Evaluation**  |  |
| 1. *Before sharing their impressions* of the candidate, selection committee members must finalise their scoring charts and notes.
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| 1. Discuss whether the candidate matches the project and social fit.
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