



FINALIST CAMPUS VISITS Candidate Guidelines

Listed below are a few recommendations for finalist candidates during campus visits:

- Be prepared for one or two very long days of meeting and activities; if at all possible, arrive during the afternoon or early evening before your meetings commence and plan on a well rested evening. Intentional or not, the grueling schedule demonstrates whether you have the stamina to work in an intensive environment!
- Do your homework on the institution. Read as much as you can and talk confidentially with colleagues and friends who may have useful information to share about the institution. A few days prior to your visit, you will receive materials from the search coordinator at the institution. The information can be sent in hard copy or electronically or a combination of both. If you would like to review additional materials, feel free to ask the search coordinator for additional materials. In some instances, if you request materials that are considered highly confidential, your request may be declined.
- Go back and reread the search profile. Many of the skills, experiences and qualifications listed in the profile or job ad will remain a priority for those who meet with you during your time on campus. If there is a “first year agenda” or “key priorities” section listed in the search profile, pay particular attention to this information and prepare to talk about these priorities during your time on campus.
- Keep updated on current or recent events on campus and the surrounding area. Monitor the institution’s website, read the student newspaper online, go to local news websites, find alumni/faculty/staff forums so that you can learn as much as about the current situation at the institution. You definitely don’t want to visit campus after a significant event (good or bad) and not be aware of the event!
- Remember that you will be watched closely by search committee members and members of the campus community. Don’t forget to thank staff members who were involved in setting up your visit and those individuals who are working behind the scenes. A simple handshake and thank you to those individuals involved in planning your visit can go a long way.
- Expect not to eat much at all during lunch and dinner meetings. Pack a few power bars, a bottle of water and aspirin! Moderate your wine intake, especially if you have not eaten.
- You will have an opportunity to spend time with the Board of Trustees. This may take the form of a dinner/cocktails/meeting. Board members will be keen to engage you on a number of topics of particular interest to them. Make sure you learn as much as possible about the background of board members beforehand. Try to determine how long they have served at

the institution, whether they are alums, whether they have recently held or currently hold a particular position (vice chair, committee chair, campaign chair, etc). Your ability to connect with the Board members collectively and individually will be important. They want to know that you really want this job. A word of caution: there is a fine line between being enthusiastic/passionate about why this institution, why this opportunity, and being over the top in your level of enthusiasm, so pay attention to how you communicate your interest in the position.

- Many of your small and large group meetings will be structured as hour-long meetings and will be moderated by a member of the search committee. A typical format would include:
 - Introduction and welcome from the search committee member (2 - 3 minutes)
 - Your comments (10 – 15 minutes)
 - Q&A (40 minutes)
 - Wrap up and thank from the search committee member (2 minutes)
- Tailor and focus your comments for the group that you're meeting – for example, when you meet with staff, recognize that their concerns and issues will differ from those of faculty and students. For each group (small or large), prepare a few key points that you wish to cover as part of your opening statement but avoid reading formal statements. Keep the tone as conversational as possible given the size of each audience
- If you are asked to do a presentation at an institution wide forum; here are some key considerations:
 - ✓ The forum is likely to run for an hour - 5 minutes of introduction; 20 minutes of presentation; 30 minutes of Q&A and 5 minutes of wrap up and thank you.
 - ✓ Your topic could be along the following lines: Given the significant challenges and opportunities facing higher education and XYZ institution, how would you as the next president address these challenges and opportunities in the next three years to five years?
 - ✓ Campus forums are typically well attended and will draw members of all the key constituent groups.
 - ✓ Remember, each constituent group will be looking to you to talk about issues that are of importance to them; make sure that your presentation addresses the interests and concerns of all the constituent groups.
 - ✓ During the q&a period, make sure to field questions from all of the constituent groups; if this is not possible, ensure that your answers demonstrate your ability to be inclusive.
 - ✓ Don't provide handouts as it can be distracting; if you plan to use a PowerPoint presentation, use it carefully and minimally.
 - ✓ Remember, the campus community wants to connect with you, and using props can end up taking away from the chemistry between you and your audience.

Good Luck! Your Academic Search Team