

**TELEPHONE INTERVIEW SCRIPT**

**AVC Graduate studies and Continuous Learning**

***Telephone Call to Set Up Interview***

**Good morning/afternoon. I am \_\_\_\_\_ on the Search and Screen Committee for the Assistant Vice Chancellor for Graduate Studies and Continuous Learning at the University of Wisconsin Oshkosh. The committee thanks you for applying for our position. Your credentials are quite impressive and I am pleased to tell you that we have chosen you to be in our pool of candidates for telephone interviews.**

**Are you still interested in our position at UW Oshkosh?**

**If YES: Another member of the committee and I would like to schedule a telephone interview. Some of the dates and times available are:**

**Thank you. We will call you at \_\_\_\_\_ on \_\_\_\_\_.**

***Telephone Interview***

**Good morning/afternoon. I am \_\_\_\_\_ and with me is \_\_\_\_\_.**

***(Give some background on who you are. That will help give the candidate some context and help remember your names. I might be helpful to say your name again during your short introduction of yourself.)***

**We have had the opportunity to review your CV and what you have accomplished is very impressive. For example, \_\_\_\_\_.**

***(Cite something from the CV that is striking or positive about the candidate. We want this to be personal so that the candidate is at ease and we get a good sense of who he/she really is.)***

- 1. Why did you apply?**
- 2. As a hypothetical situation, actually one we faced about five years ago, we haven't had a new graduate program in 10 years. What would you do to create a new program? *(open and collegial style, entrepreneurial activity, shared governance, fund raising)***
  - o How would you find it?**
  - o How would you develop a diverse student population?**
- 3. What is your vision for Graduate Studies and Continuous Learning that includes service to non-traditional and diverse students?**
- 4. How would you organize and develop an outreach and non-credit program? *(Partnerships, History of external collaboration)***
- 5. What would your peers and friends say are your strengths?**

**Our next step will be to contact your references and to do secondary reference checks. Do we have your permission to contact primary and secondary references?**

**We thank you for your time and willingness to be a candidate for our Assistant Vice Chancellor for Graduate Studies and Continuous Learning position. Given you have shared so much about yourself, we would like to share something about us.**

**Our university has a collegial atmosphere but is also one that recognizes accomplishments. At the graduate level we are the largest among the comprehensive universities within the University of Wisconsin System. All four colleges have graduate programs and all three professional schools have a strong regional reputation. Continuous learning is recognized through our Continuing Education program and Center for New Learning: both serving individuals in Northeast Wisconsin. Each year over 4000 individuals receive non-credit education through the various units at UW Oshkosh. The new strategic directions for our campus highlight serving graduate students and non-traditional students.**

**Northeast Wisconsin is home to over a quarter million people with a diverse industry base. Oshkosh was just cited as the safest city in the nation in its size category. It is a great place to live, work and play.**

**Do you have any questions for us?**

**To let you know what our process will be, everyone who has been included in this pool appears to have the background necessary to be an Assistant Vice Chancellor for Graduate Studies and Continuous Learning at UW Oshkosh. After we have finished reference checks, we will create two pools of candidates: one that we will submit to the Provost to invite to campus now and one that we will hold to invite later.**

**It is our intention to submit our first pool to the Provost by January 15. He will then review the candidates and will determine of the candidates who he wishes to bring to campus. That decision should be made by January 25 with candidate visits during the first half of February. We will keep you informed of our progress.**

**Any questions about the process?**