

HOSTING A JOB CANDIDATE (or other speaker)

FIRST THINGS FIRST

- Determine the dates for the candidate's visit.
- Ask Marva to book flights and hotel

SCHEDULE

- Set up a spreadsheet (see example).
- Include details of flights and hotel at the top of the schedule and candidate's cell phone number
- Decide on a time for the research talk (on first day of visit), GREBE lunch (usually 12-1p on first day of visit), and chalk talk (usually just after lunch on second day of visit)
- Give Janice a time for the research talk and ask her to book a room. Do the same for the chalk talk and the GREBE lunch.
- Contact GREBE president with information on GREBE lunch date and time.
- Schedule meetings with Admin first, including Deans and EEB Head. For making appointments with the Deans, contact Teresa Volkodav-Crabtree, <tvolkoda@utk.edu>.
- Make sure the EEB Head has time for a space tour (~1.5) and ask her about any other times she wants (meals, wrap-up at the end of the visit, etc). Be sure to cc Janice on emails to the EEB Head regarding meeting times.
- Next, open the schedule to faculty (typically 30-minute time blocks and meals).

FOOD

- If there is a chalk talk, ask Janice to order food for faculty. Food for ~20-25 people is generally enough.
- Ask Janice to order food for the GREBE lunch.

RECORDING RESEARCH TALKS

There are two forms (posted under EEB Faculty/Staff forms) that you need to fill out. Send these forms back to webcasting using the email provided on the forms.

The EEB catalog link for videos is: <http://mediasite.utk.edu/UTK/Catalog/catalogs/eeb>

This link allows EEB folks to click the catalog link and see all webcasts that have been recorded (and those scheduled), and watch all on-demand. Include this catalog link in your email request to webcasting. *The catalog page should 1) have only the date of the talk (no name should be associated with the webcast), and 2) require a NetID and password from anyone trying to view the webcast. Also mention that you will need audio, video, and slides on the webcast.*

The current pricing for these services for a one camera production is \$75 for the first hour and \$50 each additional hour. Ask that billing info be sent to Marva.

CONTACT PERSON FOR WEBCASTING:

Katie Elise Harrill

IT Support Tech II, Webcasting

Office of Information Technology – Support – Course Delivery Group – 865-974-8281

OTHER IMPORTANT DETAILS

- Janice will help create a poster for advertising the talk. Ask the job candidate for the title of their talk, an abstract, headshot, and images and send this information to Janice along with the time, date, and room number for the talk.

DETAILS FOR JOB CANDIDATE

- Chalk talk – tell the job candidate the general format for the chalk talks in our department.

The chalk talk is an informal gathering where the faculty can learn more about the candidate's future directions. Thus, the candidate should talk about the future of their research. They should bring about 10 mins of prepared remarks and 3 slides max (e.g. a key graph) if they wish. After that, they should open the floor to discussion. Emphasize that we want this to be a dynamic, free-flowing discussion and not a seminar.

DAY OF RESEARCH TALK

- Check out a laptop for the day of the talk (PC and Macs are available in Dabney office). **Hang onto said laptop if there is a chalk talk the next day.**
- Make sure you have a pointer, slide advancer, and extra batteries for a mic (available in Dabney office). **Note that batteries for the microphones are 9V!!**
- Be prepared to introduce the speaker.

GETTING FEEDBACK AFTER THE VISIT

- Gather feedback on a candidate from everyone in EEB using an online form like google forms. Questions we typically ask include:

1. What is your assessment of this candidate's research?
2. What is your assessment of this candidate's teaching and/or commitment to undergraduate and graduate education?
3. What is your assessment of other aspects of this candidate in regards to this particular position?
4. Other comments about this candidate?
5. How did you interact with the candidate? (Attended seminar, Watched recorded talk, Faculty meeting, Shared meal, Interactions before interview, Other)
6. What is your position? (Grad student, postdoc, staff, faculty, other)
7. Optional: your name (in case we want to follow up with any questions)

If you use google forms, you can download the comments as a .csv. **Review the comments to make sure they are appropriate before sending to the faculty.**