

ACADEMIC ADMINISTRATOR
INTERVIEW ITINERARY

Sample

Arizona State University
Dean
College of Nursing

Arrival (afternoon/evening)	Notes:
<ul style="list-style-type: none">• Airport pick up and hotel delivery• Dinner (candidate alone/with individual/with group?)	
Day One	Notes:
<ul style="list-style-type: none">• Hotel pick up• Breakfast (candidate alone/with individual/with group?)• Interview with Search Committee• Tour of college/campus• Meet with Provost/President• Lunch with Deans• Forum with faculty• Tour West campus; meet with Deans• Dinner with Search Committee members• Return candidate to hotel	
Day Two	Notes:
<ul style="list-style-type: none">• Hotel pick up• Breakfast with community leaders• Tour East campus; meet with Deans• Lunch with Search Committee members• Forum for staff/students• Exit interview with Provost• Candidate's choice (tour, real estate agent, etc.)• Return candidate to hotel/airport	