**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+Recruitment+en+Selection+Guide+V1.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. |  |
| 1. Briefly discuss the candidate’s application package and CV review score. |  |
| 1. Briefly address the desired profile. |  |
| 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. |  |
| 1. Break the ice by asking about their travels, etc. |  |
| 1. Provide them with something to drink, and seat them away from the glare of direct light. |  |
| 1. Introduce the selection committee members. |  |
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| **3. Outline** |  |
| 1. Explain the goal, duration, structure/agenda of the meeting |  |
| 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*). |  |
| 1. Describe the department and its organisational chart. |  |
| 1. Talk about the background, goal and nature of the project. |  |
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| **5. Introduction & motivation candidate** |  |
| 1. Questions could include: |  |
| * Can you tell us something about yourself? |  |
| * What made you apply for this job? |  |
| * Why do you want to work here? |  |
| * What are you looking forward to about working on this project? |  |
| * 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. |  |
| 1. Discuss outcomes and reflection of assignments and tests with the candidate. |  |
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| **7. Practical expectations** |  |
| 1. Questions could include: |  |
| * How do you feel about working in the Netherlands? |  |
| * Describe your family situation? |  |
| * Are there any conditions or obstacles for you to move here and start working? |  |
| * Do you have an impression of the cost of living in the Netherlands? |  |
| * Did you visit the Coming to Delft website? |  |
| * Do you want to have a career in academia? |  |
| * What do you look for in an employer and job? |  |
| * Are you currently in the interview stage with other applications? |  |
| * Do you expect or have you received other job offers? When do you have to decide? |  |
| * 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. |  |
| 1. Explain the next steps and when you will be in touch again. |  |
| 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. |  |
| 1. Discuss whether the candidate matches the project and social fit. |  |