PharmD interviews sessions for candidates take place from October through March. The session includes a welcome presentation, a short writing sample, a tour of Kapoor, an interview and activities to assess the candidate. On-site interviews are a recruitment method and a way to further develop and maintain their interest in our school. For many, you may be the first UB representative they meet. Be sure to boast about and take pride in the distinctive characteristics of Buffalo, UB, and SPPS.

**INSTRUCTIONS**

**Before the Interview:**
- Respond and add the interview dates to your calendar. You’ll receive reminders and/or be notified a week before the interview session if not needed.
- On your assigned interview day, please report to 276 Kapoor to check-in, receive announcements, meet your interview partner, and obtain the rubrics. We need to make sure that all interviewers are present.
- Bring your own nametag.
- Rubrics and questions will be provided that day.
- Interviews will be conducted using a 2:1 interviewer to interviewee ratio (1:1 in some cases).
- Expect to interview 2-3 candidates. You will receive the assignments that week. If you know a candidate, please notify us.

**Introduction:** First, give a brief overview of the interview (“We are going to be together for the next 30-40 minutes during which time we will be asking a list of questions about experiences you have had, how you might react to certain situations or solve certain problems that come up in the life of a pharmacist”). Explain that there are no right or wrong answers. Explain to the applicant that you may be taking notes throughout the interview.

**Interview Questions:** Ask 1 or 2 questions from each domain. You may alternate questions or split the questions according to your preference. For consistency purposes, please do not deviate from the questions. Please manage the pace of your interview and limit them to no more than 40 minutes. Avoid interrupting the student unless you need to move on to the next question (“Due to our time constraints, I am going to stop you so we can move on to the next question”). You will be conducting a structured behavioral interview. Listen for the STAR technique. You may ask additional probing questions as necessary (e.g., “Tell me more...”, “What happened next?,” or “Give me an example”).

- Listen for a **Situation** or **B:** Listen for a **Task** | **A:** Listen for an **Action** that was taken | **R:** Listen for the **Results** of the action

**Assessment:** Complete the evaluation forms either between students or after the interviews. Comments are required. Be sure to write the candidate’s name at the top. Each evaluator may supply a comment or one may write a shared comment, however, both should strive for a unanimous recommendation. The candidate will give you their writing sample for you to assess. Please return along with the rubrics.

**Conclusion:** Allow the applicant to ask questions. It is important to provide the best information you can. If you don’t know the answer to a question, either direct them to the appropriate person or department or ask us to follow-up with them. Once each candidate is finished, they will go to the next activity according to their group. They can leave when they are done with all activities.

**Additional Oral Assessment:** If the candidate scores at or below a 7, we will follow up with them after the interview to complete an additional assessment. This is internal and you do not have to share this with the candidate. They will complete this after the interview day. Jennifer will also explain this to you during check-in and to candidates during the welcome presentation.

Please return completed evaluations to Cynthia in 278 Kapoor.

**PURPOSE OF THE INTERVIEW – SELECT & RECRUIT STUDENTS**
- As an interviewer, your task is to assess non-academic characteristics. Scholastic achievement, aptitude, personal qualifications, leadership skills and experience have already been reviewed by the admissions process, staff, and eReviewers.
- Candidates selected for interviews are of the highest caliber and are receiving multiple offers from other stellar institutions. On-site interviews are a recruitment method and a way to further develop and maintain their interest in our school. For many, you may be the first UB representative they meet. Be sure to boast about and take pride in the distinctive characteristics of Buffalo, UB, and SPPS.

**TIPS FOR INTERVIEWERS**

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<tr>
<th><strong>Do’s</strong></th>
<th><strong>Don’ts</strong></th>
<th><strong>Additional Tips</strong></th>
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<tr>
<td>Do ask only the questions on the script (you may ask probing questions for more detailed responses).</td>
<td>Don’t lean back in your chair or cross your arms – be conscious of your own non-verbal cues.</td>
<td>Remember to smile: Smiling will help you and the applicant relax and help establish a rapport.</td>
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<td>Do take notes during the interview to stay focused and to later refer to when you complete the assessment form.</td>
<td>Don’t be stern or try to intimidate the candidate.</td>
<td>Use silence to give the applicant the opportunity to think about the question and formulate a response.</td>
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<td>Do maintain a professional posture and demeanor – act how you would want an interviewee to behave.</td>
<td>Don’t make statements like “I’ll see you in Pharmacy School.”</td>
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Please also review: [http://pharmacy.buffalo.edu/information-for-faculty-staff/admissions-reviewer-resources.html](http://pharmacy.buffalo.edu/information-for-faculty-staff/admissions-reviewer-resources.html)