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| **Process Step** | **Description** | **Approval Needed**  |
| **Step 10: Conducting Telephone Interviews** | Telephone interviews should follow the same process for all applicants. At least two (2) committee members must be present. The committee needs to ask the approved questions and can only ask follow-up questions to clarify any discrepancies or ambiguities. The telephone interviews must be documented and the notes from the interviews need to be kept and turned in as part of the official search file when the search is complete. *(Section C.8 of COFS)* | Approvals are completed in the prior steps. |

Very helpful to send emails in advance to the individuals (references) the committee wants to call to try and set up a pre-arranged time.