

Thank you for serving in this very important role in the search process. The following is intended to help you make the most of your time with potential candidates.

1. **Introduce yourself:** Once you have been scheduled to meet with a candidate(s), reach out to them in advance to inquire about any special interests they have. This will help you better prepare for your visit. Please find out what meeting they have prior to your scheduled time and pick them up and walk them to their next interview location.
2. **Spouses or Partners and Children:** Decisions about a career move often involve the input of a candidate's spouse/partner and they will likely have questions about the area's amenities, cultural opportunities, schools, housing, job opportunities, and more. If the candidate lets you know that their spouse or partner will be accompanying them, invite them to your meeting or offer to provide information, resources and activities to help them feel welcome while the candidate is tied up in interviews. Check the campus events calendar for events that are happening during the time the candidate's family will be visiting. There could be a lecture or performance that they may find of interest.  
Event Calendar: <http://www.utica.edu/instadvance/marketingcomm/events.cfm?view=upcoming&startdate=03%2F25%2F2016>  
Surrounding Community: <http://www.utica.edu/instadvance/marketingcomm/community/>  
Chamber of Commerce: <http://www.greateruticachamber.org/>
3. **Utilize the Utica Ethnic Engine:** The UEE offers information about local religious venues, ethnic clubs/organizations, cafes/restaurants, markets and shops.  
UEE: <https://www.utica.edu/instadvance/marketingcomm/about/diversity/uee.cfm>
4. **Ensure that the questions will remain confidential and outside of the interview process.** Remind candidates about the purpose of your meeting and that they should feel free to ask questions outside of their interview. The community liaison does not report back to the search committee.
5. **Relocation resources:** Remind applicants that we have additional information on the prospective employee page at the following link: <http://www.utica.edu/hr/new/>
6. **Relocation support:** If the liaison is not able to answer all of the candidate's questions, put the candidate in touch with the following individuals:
  - Academic Affairs (provost@utica.edu 315.792.3122) works with faculty candidates on a variety of matters for prospective faculty including but not limited to re-appointment and the tenure process.
  - Lesley Wallace (lawallac@utica.edu 315.792.3384), Sr. Manager of Employment & Retention, can assist spouses or partners of new faculty and staff with the identification of resources regarding employment as well as provide assistance with visa and employment related questions.
  - Linda Madore (ltmadore@utica.edu 315.792.3024), Director of Human Resources, can assist with questions regarding area schools and available housing.
  - Alane Varga (avarga@utica.edu 315.792.3100), Dean of Diversity and Student Development, can assist with questions about community life in Utica and central New York.
7. **Follow-up:** Contact the candidate a week or so after their on-campus interview to see if they have additional questions.