



The interview process is one of the keys in a successful recruitment. Developing a well thought out plan for completing the interview will enhance your successful goal of hiring the best qualified candidate without regards to stereotypes, prejudices, and biases and free of discrimination.

Purpose of an interview:

- ❖ assess essential job skills
- ❖ assess other related skills

Interview Basics:

- ❖ start on time
- ❖ establish rapport
- ❖ put candidate at ease
- ❖ discuss the process
- ❖ establish time frame
- ❖ introduce committee or panel members

Interview Questions:

- ❖ use job related questions only
- ❖ use prepared questions for consistency
- ❖ ask open-ended questions
- ❖ use situational or behavioral type questions
- ❖ encourage the candidate to do most of the talking (80/20 rule)

Concluding the Interview:

- ❖ allow candidate a chance to add anything or ask any questions
- ❖ outline the next steps in the process
- ❖ walk the candidate out

Evaluation and Documentation:

- ❖ review and/or score the responses for each question
- ❖ listen to each member of your panel – value all opinions
- ❖ document your recommendations