

Preparing for the Interview

Your first impression of the candidates who have applied for your open position will generally come from the employment application, resume, and other written materials submitted by the candidate. Interviews provide the opportunity to focus on specific details surrounding experience and background and are, therefore, a critical step in your process to hire the best person for your opening.

The HR Consultant can assist in conducting pre-screening interviews with candidates to help you narrow the field of candidates, interview finalists, and assess candidates. If you are using a search committee, your consultant is available to participate on the committee.

Interviewing Guidelines

Before the Interview

- Take time to prepare for the interview
- Review the Position Description
- Develop a list of job-related interview questions by using the [Behavioral Interview Questions](#).
- Use it consistently for all applicants for the same position.

During the Interview

- Make the candidate feel at ease with introductory and welcoming remarks.
- Ask open-ended questions which focus on behavioral descriptions rather than simply “yes” or “no” questions (i.e. have them describe a work situation in which they handled stress well rather than just asking if they can “handle stress well”).
- Listen; do not do all the talking.
- Ask job related questions
- Ask the same core questions of every Candidate
- Take notes during the interview
- Keep reactions to yourself
- Probe for specifics

After the Interview

- Answer any candidate questions
- Provide an overview of the next steps in the process
- Provide timely communication to candidates