Tips for Conducting the Interview

Before the Interview

- Book the appropriate location
- Review the job description
- Draft and agree upon the interview questions to be asked
- Review the candidate’s application/resume
- Agree on the format for the interview
- Ensure that you (and others assisting with interview) know and can identify the indicators of the candidate’s ability to perform the job

During the Interview

- Introduce those assisting with the interview
- Describe the format of the interview
- Ask behavioral based questions
- Let the applicant do most of the talking
- Keep the interview on track
- Observe non-verbal behavior
- Take notes
- Leave time for the candidate to ask questions
- Ask if you can check references and pursue other references not listed on the application/resume
- Explain the background check process (and have the form signed)
- Thank the candidate for his/her time

After the Interview

- Evaluate the candidate
- Document the Interview