

## Interviewing Tips

### **Before the Interview**

- Location: Plan where the interview will be conducted. Reserve a conference room if needed.
- Length of Interview: Designate how much time you will spend with each candidate.
- Type of Interview: Know what type of interview you will use; patterned, behavioral, etc.

### **During the Interview**

- Greeting: Meet your candidate personally. Shake his/her hand and give him/her a warm reception.
- Seating: Invite the candidate to sit first. If you prefer him/her to sit in a particular seat, make a gesture to that seat or invite them to sit where they choose.
- Communicating:
  - Remember that the interview is not about you. It's about the candidate you are interviewing. Don't let your ego control the interview.
  - Give the candidate your undivided attention. (For this reason, sitting at your desk is not always a good idea.)
  - Take notes so that you won't have to try to remember later
  - Talking too much is one of the most common problems in interviewing – not on the candidate side but on the interviewer side. If you talk too much, you run the risk of leading the candidate to the answers that you expect. To avoid falling into this trap, first ask the candidate the question, then wait for the response. Remember to listen, listen, listen.
  - Ask open ended questions beginning with what, when, where, how or why
  - Use probing questions like “Tell me about...” or “Describe a situation...”
  - Observe body language carefully watching for inconsistencies between verbal and nonverbal communication
  - Give candidates realistic information like the job requirements, typical policies or practices, working conditions, etc. You might even give candidates a copy of the job description or position advertisement.
- Be aware of interviewer biases.
  - Interviewers often “fall in love” with a candidate before the interview has started - especially if the candidate is a referral from a good friend. This leads to the interviewer trying to sell the company or position to the candidate instead of actually interviewing the candidate.
  - If you know the candidate try to forget for a moment what you already know and think about the position for which he/she is interviewing. To avoid this pitfall, ask the candidate questions that will help you learn things about him/her that you do not know.
- Trust your instincts. Good, bad or absent, chemistry is important. As you interview the candidate, think about the relationships this person will have to form in the position for which they are interviewing.
- Seek candidates who are passionate about what they do. A passionate candidate will enjoy his/her job, will be dedicated, and will put forth much effort without limits.

- Have a good time. Having fun with the questions may also help you identify if the candidates are creative or if they will repeat jargon and/or buzzwords. Are they comfortable or uncomfortable answering these kinds of questions? You can do this by asking questions that are out of the ordinary.

**Ending the Interview:**

- Don't make promises you don't intend to keep.
- Summarize the interview by telling the candidate what your next steps will be without over committing yourself or HR.
- Don't make a job offer at the first interview no matter how strong your instinct might be. References still need to be checked.
- Make your goodbye as sweet as your hello. Escort the candidate back to the lobby. Shake their hand and say goodbye.