Effective Interviewing: Interviewers

The interview is vital to hiring a successful incumbent. This is your chance to identify & select talent to grow your operations. Here are some points to consider:

1) Be well informed regarding the:
   a) Purpose of the position
   b) Skills required in the position
   c) Contribution of the position to organizational objectives
   d) Expectations for the position incumbent
   e) Resources for the position incumbent
   f) Work environment and location
   g) Referrals for benefit information

2) Be prepared:
   a) Have and provide candidates copies of the description
   b) Review all candidate documents before the interview; note strengths, and areas for clarification
   c) Write and use clearly worded, performance-based questions to solicit the candidates depth and quality of skill for the position
   d) Provide for an undistracted place and time for the interview
   e) Be on time

3) Maintain an objective and respectful demeanor throughout the process.

4) Actively listen.

5) Stay focused during the interview. Discussions should focus on information needed to assess the candidate’s competency or qualifications for the job. Gather and evaluate all information you obtain–verbal and behavioral. If clarification is needed, ask follow-up questions.

6) Be honest in discussion and responsive to inquiries.

7) Do not insinuate or commit to an employment offer during the interview. Inform candidates they will be notified of the recruitment decision.