

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.