

## **Tips For Conducting The Interview**

### ***Before the Interview***

- ✓ Book an appropriate location
- ✓ Review the job description
- ✓ Draft and agree upon the interview questions to be asked
- ✓ Review the candidate's resume/application
- ✓ Ensure that you know and can identify the indicators of the candidate's ability to perform the job

### ***During the Interview***

- ✓ Introduce committee members
- ✓ Describe the format of the interview
- ✓ Ask open-ended informational, situational, and behavioral questions
- ✓ Let the applicant do most of the talking
- ✓ Keep the interview on track
- ✓ Observe nonverbal behavior
- ✓ Take notes
- ✓ Leave time for the candidate to ask questions
- ✓ Ask if you can check references and pursue references not listed on the resume
- ✓ Describe the remainder of the search process
- ✓ Thank the candidate for his or her time

### ***After the Interview***

- ✓ Give the candidate a brief overview or written synopsis of benefits
- ✓ Answer any questions related to salary
- ✓ Evaluate the candidate
- ✓ Document the interview