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