



INTERVIEWING BEST PRACTICES

- There could be a conflict of interest if you know the candidate. Can you be impartial? If not, you should excuse yourself from the panel.
- Put the candidate at ease.
 - a. Have all the panel members introduce themselves.
 - b. Offer water to the candidate or have a bottle waiting for them.
 - c. Start with some easy/warm-up questions.
- **Briefly** describe the position and the workplace. Consider giving a post-interview tour so the candidate can see where they would be working.
- Keep yes/no questions to a minimum. The best interviewing questions are:
Behavioral – how did the candidate act in an actual employment situation OR
Situational – in a hypothetical situation, what would the candidate do? HR needs to review and approve the interview questions prior to the interviews.
- Ask the **same** questions of every candidate; however you can ask extra questions to clarify.
- First impressions can be very powerful – but take the time to obtain information to back them up! Is it simply that the candidate is different from us?
- Listen with your eyes! Non-verbal communication may reveal more than verbal!
- After the interview allow the candidate to ask questions.
- Let the candidate know how and when they can expect to hear from you.
- Keep the applicants' information confidential.