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.