

SUGGESTED INTERVIEW GUIDELINES

Goals

- To create a comfortable, informal setting.
- To get to know the candidate as well as possible.
- To give the candidate certain information about the job.
- To answer the candidate's questions.

Pre-Interview Preparation

- While not a legal requirement, forming an interview committee of several people is good practice.
- Discuss how you will handle or structure the interview; go over the questions you are going to use. (Make sure your questions are consistent from candidate to candidate.)
- Arrange the furniture in a non-threatening arrangement.
- Know the candidate's name; review the application.
- Know what it is you are looking for so you can focus on it.
- Remember to remain impartial throughout the interview process even though you may know one of the candidates personally.

Interview

- Introduce members of search committee to the candidate
- Help the candidate feel comfortable.
- Explain to the candidate that your goal is to get to know him/her as well as possible and answer any questions that he/she has.
- Start with the general introductory questions; proceed to open-ended questions. Do not ask yes/no questions.
- Listen very carefully and pay attention.
- Be positive and as objective as possible.
- Tell the candidate about the rest of the selection process.
- Thank the candidate.

Post-Interview

- Assess how the interview went and any changes you want to make.
- Follow-up with the candidate once a decision has been made.