

Interview Preparation/Guidelines

- 1. Review Description and Minimum Requirements/Competencies**
 - ✓ Have a copy of the updated job description and posting available during the interview session
- 2. Review Applicant's Application Materials**
 - ✓ Familiarize yourself with the applicant's cover letter, resume/C.V., and staff/faculty profile
- 3. Develop a list of job-related, competency based questions (see Focused Interview Questions) to be asked of all applicants**
- 4. Prepare Candidate Evaluation form that will be used for all applicants**
 - ✓ Sample Candidate Evaluation Form
- 5. Prepare a brief overview about the position and department organization**
 - ✓ Outline structure of department, general responsibilities of position, current status of opening, reporting structure, etc.
- 6. Block out appropriate amount of time to conduct telephone interviews to avoid interruptions**

During the Interview

- 1. Make the candidate feel at ease with introductory and welcoming remarks**
- 2. Ask open-ended questions which focus on behavioral descriptions rather than simply "yes" or "no" questions (i.e. have them describe a work situation in which they handled stress well rather than just asking if they can "handle stress well")**
- 3. Listen; do not do all the talking**
- 4. Ask job related questions**
- 5. Ask the same core questions of every candidate**
- 6. Take notes during the interview**
- 7. Keep reactions to yourself**
- 8. Probe for specifics**