

Interviewing Tips

Before the Interview:

- Review available information before hand:
 - Resume
 - Phone Interview docs
- Look for any significant items:
 - Gaps in employment
 - Related employment
- Prepare some initial questions relating to:
 - Experience
 - Education
 - Future goals
 - The open position

During the Interview:

- It is generally a good idea to begin with an introduction and handshake
- Next, make some type of small talk, such as asking if they found the office easily.
- Then, you should show them into the office and offer them a chair.

A good place to start the questions is to ask about previous (or current) employment:

- Specifically, ask about their title, duties and responsibilities
- Even if you already know this information from the phone interview notes, it is still a good place to start so you can hear it firsthand.
- A good question to ask is what their favorite and least favorite duties are/were. This offers you a chance to see which tasks they enjoy or might try to avoid and also offers insight as to what the depth of their knowledge is about that position.
- It is a good to ask questions specifically related to the position being applied for.
- Try to ask open-ended questions
 - Situational and scenario-based questions are best for this.
 - Try to avoid questions that can be answered with a yes/no response

Remember:

- Not only are you trying to get more in-depth knowledge about this person's background and work history, but you are also trying to get a feel for this person's character.
- Keep these things in mind during the interview:
 - Eye contact
 - Speaking ability
 - Enthusiasm
 - Friendliness

- After asking a question, don't be afraid of silence.
- If hired, this person is going to be working alongside yourself or your employee everyday...personality matters.

After the Interview:

- Take a minute to answer any questions that the candidate may have.
 - It is always best to be honest and forthcoming about the company and the position.
 - Surprises can hurt both you and the candidate in the long run.
- Thank the candidate for their interest and for taking the time to come in for an interview.
- Let them know that you are still interviewing other candidates and they will be informed once a decision is made.
- After they have left, it is a good idea to write down any notes or thoughts you have about them so that you will remember them later.