

Getting the Most Out Of Interviews

Here are some guidelines for effective Interviewing.

Do review all the applicants paper-work right before the interview.

Do consider beforehand which questions will elicit the facts you need to make a decision.

Do pose the same set of questions to all candidates, in order to make a point-for-point comparison.

Do try to make the candidate feel at ease—by offering water or coffee, for example.

Don't put a desk or physical barrier between you and the candidate.

Do establish a rapport and adopt a relaxed, friendly attitude.

Do make the applicant aware of your position and what you do.

Do give the applicant some back-ground about the company.

Don't give too much information about the job's responsibilities before asking questions about the candidate's skills and previous responsibilities.

Don't ask questions that might lead to answers that legally cannot be considered when hiring.

Do ask open-ended questions to draw out the applicant.

Don't ask "yes" or "no" questions.

Do listen attentively to the candidate's responses so you can ask good follow-up questions.

Don't fill silences with chatter—give the candidate time to think.

Do give the candidate a chance to ask questions.

Don't talk too much or turn the interview into socializing.

Do conclude the interview by asking the candidate, "Is there anything we haven't covered that you'd like to tell us?"

Do tell the applicant what the next steps are in hiring process and discuss the time frame for follow up.