

### **Tips for Conducting the Interview**

#### ***Before the interview***

- Book an appropriate location
- Review the job description
- Draft and agree upon the interview questions to be asked
- Review the candidate's resume/application
- Agree on the format for the interview
- Ensure that you know and can identify the indicators of the candidate's ability to perform the job

#### ***During the Interview***

- Introduce committee members
- Describe the format of the interview – always ask interview questions first –then describe the job
- Ask open-ended job/experience related informational, situational and behavioral questions
- Let the applicant do most of the talking
- Keep the interview on track
- Observe nonverbal behavior
- Take notes – but do not editorialize – only record the facts and their responses
- Leave time for the candidate to ask questions
- Let them know you will be checking references and pursuing references not listed on the application/resume
- Ask if there is anyone they should not contact and why.
- You must check at least one current or previous supervisor/employer out of two work history references.
- Describe the remainder of the search process and the time it will take
- Thank candidate for his or her time

#### ***After the Interview***

- Give the candidate a brief overview or written synopsis of benefits (holidays, vacation, sick leave, health insurance, life insurance, TRS)
- Answer any questions related to salary
- Evaluate the candidate
- Document the interview