

Tips for Conducting an Interview

Three Rules of Thumb

When asking interview questions, you should consider three rules of thumb:

1. Ask only for information that you intend to use to make hiring decisions.
2. Know how you will use the information to make that decision.
3. Recognize that it is difficult to defend the practice of seeking information that you do not use.

Before the Interview

- 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 (if applicable).
- Describe the format of the interview.
- Ask open-ended informational, situational, and behavioral questions.
- Let the applicant do most of the talking.
- Keep the interview on track.
- Observe nonverbal behavior.
- Take notes.
- Leave time for the candidate to ask questions.
- Ask if you can check references and pursue references not listed on the resume.
- Describe the remainder of the search process and the time it will take.
- Thank candidate for his or her time.

After the Interview

- Evaluate the candidate.
- Document the interview.