



# Interviewing Guide for Employers

Conducting effective interviews

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## Interview Preparation

Before you start interviewing candidates, thorough preparation is crucial. This includes:

- **Reviewing the Job Description:** Make sure you have a clear understanding of the job requirements, responsibilities, and required skills.
- **Defining Evaluation Criteria:** Determine the key qualities and skills you're looking for in a candidate. Create a structured evaluation form to assess candidates consistently.
- **Preparing Interview Questions:** Develop a list of questions that will help you assess the candidate's skills, experience, and suitability for the role. Use a mix of behavioral, situational, and technical and general questions; be consistent with questions from candidate to candidate. Behavior based interview questions can assist in understanding past behavior as a way to predict future performance.
- **Scheduling Interviews:** Plan the interview schedule and inform candidates about the format, duration, and who they will be meeting with.
- **Reviewing Resumes:** Carefully review each candidate's resume and identify areas you want to explore further during the interview such as gaps in employment, relevant experiences, etc.
- **Assign interview questions:** Hiring committees should assign, in advance, interview questions to specific committee members, to ensure a positive interview experience and consistency in the process.

## Sample Interview Questions

### Behavioral Questions:

- Tell me about a time you faced a challenging situation at work. How did you handle it?
- Describe a project where you had to work with a team. What was your role, and what challenges did you encounter?
- Give me an example of a time you made a mistake. What did you learn from it?

### Situational Questions:

- Imagine you are in a meeting with a difficult client who is being unreasonable. How would you handle the situation?
- Suppose you have conflicting deadlines for two important projects. How would you prioritize your tasks?
- What would you do if you noticed a colleague violating company policy?

### Technical Questions:

- Explain [relevant technical concept] in simple terms.
- Describe your experience with [specific software or tool].
- How would you troubleshoot [common technical problem]?

### General Questions:

- Why are you interested in this position?
- Where do you see yourself in five years?
- What are your strengths and weaknesses?

## Evaluation Criteria

Use a structured evaluation form to assess candidates consistently. Consider the following criteria:

- **Skills and Experience:** Does the candidate possess the necessary skills and experience for the job?
- **Cultural Fit:** Does the candidate align with the company's values and culture?
- **Communication Skills:** Can the candidate communicate effectively and professionally?
- **Problem-Solving Abilities:** How well does the candidate approach and solve problems?
- **Motivation and Enthusiasm:** Does the candidate demonstrate genuine interest in the role and the company?
- **Professionalism:** Is the candidate punctual, respectful, and well-prepared?

## Tips for Conducting Effective Interviews

To conduct effective interviews, keep these tips in mind:

- **Create a Welcoming Environment:** Make the candidate feel comfortable and at ease.
- **Listen Actively:** Pay attention to what the candidate is saying and ask follow-up questions.

- **Take Notes:** Document your observations and impressions of each candidate.
- **Be Objective:** Avoid biases and focus on evaluating candidates based on their qualifications.
- **Provide Clear Expectations:** Explain the job responsibilities, company culture, and career growth opportunities.
- **Allow Time for Questions:** Give the candidate an opportunity to ask questions about the role and the company.
- **Be Respectful:** Treat every candidate with respect, regardless of their qualifications.
- **Follow Up:** Inform candidates about the next steps in the hiring process in a timely manner.

## Next Steps

Following the interviews, take the time to review your notes and evaluation forms. Compare candidates based on the evaluation criteria and identify the top candidates for the position. Contact references and conduct background checks as necessary, generally after an offer of employment has been extended. Make an offer to the most qualified candidate and negotiate the terms of employment. Finally, inform all candidates about the outcome of the interview process.