



Tips for Effective Interviews

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BEFORE . . .

- List out the qualities a candidate would need to have in order to fit well in your company and succeed in the position. Then prepare questions that will help you assess those specific areas.
- Plan out direct, open-ended questions instead of yes/no questions. This will often provide you with more helpful responses.
- Think of questions about hypothetical situations that you can use to evaluate how the candidate would handle common aspects of the job.
- Write down your questions and use the same questions for each candidate reviewed for a position. This will help you better compare and contrast candidates later on.

DURING . . .

- Start out the interview by introducing yourself and briefly explain the role you play at the company and in the hiring process.
- Next, give an overview of the job. Include details such as: timeframe of the assignment (if temporary), primary tasks, and who the position reports to.
- Follow the outline of questions you prepared. Avoid asking personal questions (such as age, race, marital status, country of origin, etc.) or making personal comments.
- Before ending the interview, give the candidate an opportunity to ask any questions they may have for you.

AFTER . . .

- Follow up promptly with Per Sé. Whether your feedback is positive or negative, we need to hear from you. If you liked the candidate, we will take the necessary steps to extend an offer to them. If the candidate was not a good fit, let us know what did not work and we will adjust our search accordingly.