

Tips for Interviewing

1. **Prepare** – Read over the candidate’s resume and cover letter beforehand and have printed copies for reference during the interview. Create an interview outline to keep things on track. Tailor a list of interview questions to the specific position you are hiring for. Always ask the same questions of every candidate you interview. Choose a private and quiet location for the interview.
2. **Don’t interview alone** - Arrange for one to two other people to join you as an interviewer, so you’ll have additional ears to hear how candidates respond to questions. ***Always include the person who will directly supervise the new staff member in the interview process.*** Decide who will “chair” the interview - do introductions, keep it moving, watch the clock, and do the wind-up. Take turns asking questions (this makes interviewing less tiring for those conducting the interview).
3. **Be present and friendly** – Greet interviewees on time and make them feel welcome and comfortable. Provide them with an outline of the interview structure. If they’ve asked for any interview accommodations (ie., the list of interview questions in advance, options as to type of interview, alternative formats for written documents, extra interview time, etc.) do your very best to accommodate them. If you aren’t sure how, reach out to your Parkland Consultant for assistance. Put your cell phone on silent or turn it off for the duration of the interview, so you can give the candidate your full, undivided attention. Encourage candidates to ask questions both during the interview (for clarification) and after the interview. When candidates ask questions, it shows the interviewers that the candidate is interested in learning more about the position. **Avoid asking/answering personal questions.** These questions can not only cloud an interviewer's judgment but there are some personal questions you are legally not allowed to ask during a job interview.
4. **Check your bias** – Everyone has biases, whether we are consciously aware of them or not. Think about how your personal concerns, preferences, and experience might interfere with your judgment of each candidate. For example, if an interviewer believes that overqualified employees will eventually get bored with their job, they may refuse to hire them. Take an [implicit bias test](#) to learn more about what preconceived notions you may be bringing into the interview

setting with you. Having another person join you in the interview process allows for more than one perspective in the hiring process.

5. **Listen well and take notes** – Listen carefully to the candidate's answers, evaluate, summarize (if there's anything you aren't sure you understood), and ask follow-up questions (if you feel the candidate may have additional comments to add with a little prompting). A great question to include in any interview is "What excites you about this position and our organization?". If a candidate has spent time researching your organization and thoroughly tried to understand what the organization does, you will know very quickly. If a candidate has very little to share about your organization, they are likely not that interested in the position. Have each of the interviewers take their own notes, so you can refer to them later when discussing which candidate would make the best fit for the role.

6. **Be decisive and follow up** – *Always thank the candidate for coming to the interview.* Let them know what your timeline is for making a hiring decision (and stick to the timeline). You do not need to ask for references right away. Have a conversation with the other interviewers after the candidate has left to determine if a copy of their references will be needed. Asking for references immediately can give the candidate mixed messages. Meet with the other interviewers as soon as possible after the interview process has been completed to debrief, go over your notes together, and discuss which candidate would make the best fit. *Follow up promptly with every candidate you interview to let them know the outcome of your hiring process.*

Adapted from:

<https://resources.workable.com/stories-and-insights/how-to-be-good-interviewer>

<https://hbr.org/1964/01/strategies-of-effective-interviewing>

<https://ca.indeed.com/career-advice/interviewing/tips-for-an-interviewer>

<https://www.fitzgeraldhr.co.uk/tips-for-interviewers>