



## **BEST PRACTICES**

### **INTERVIEW CANDIDATES**

Hiring the right candidate to fill a vacancy in the workplace can be successful and rewarding with time well spent preparing for and conducting the interview. Here are some best practices to consider when preparing for and conducting an interview.

#### ***Preparation:***

- create a set of skill sets required for the position. Seek input from those employees who will be working directly alongside the candidate. Take a consultative approach when determining the skills required for the position.
- do a mini interview over the telephone prior to meeting the candidate in person. Be sure to discuss wage range and work schedule to ensure that expectations are congruent.
- ask for and check references prior to the face-to-face interview. Much can be gained from the response or lack thereof from the person offering the reference.
- prepare a list of behavior-based questions in advance of the interview. Behavior based questions will give insight as to how a person responds or reacts.
- let the candidate know that you will be conducting a panel interview with potential co-workers participating in the interview process.

#### ***The interview:***

- have one of the co-interviewers take notes.
- do not accept vague responses to your panel's question. If given a vague answer drill down and gently remind the candidate that you are looking for specifics. Do not be afraid to silently sit and wait for the answer you want.
- be sure to highlight any benefits afforded the position. Sometimes it's the little things that make the difference when attracting candidates.