

## INTERVIEWING

- Well-planned and executed interviews result in better hiring decisions and are an important factor in recruiting. Candidates are more likely to accept job offers if they believe that the interview process was professional and fair.
- All interactions with candidates are “on the record.” It is important to be mindful of messages we send with our words and actions.
- Prepare a group of core questions based on job-related criteria.
- The questions should be asked of all candidates, thereby allowing comparative judgments to be made based on job related information.
- Follow up questions based on the response to group of core questions are ok. Ensure follow up questions are also job-related.
- Avoid illegal and improper questions.
- Remember that past performance is often the best indicator of future success.
- Ask questions and set up situations that will require a candidate to demonstrate (not just describe) competencies necessary for successful performance in the position.
- Ask interview questions before describing the job. This minimizes potential coaching of the applicant.
- Remember that even social situations are a continuation of the interview process.

### INTERVIEWING QUICK TIPS

- Greet the applicant with a smile and a firm handshake.
- Explain to the candidate what you hope to accomplish with the interview.
- Make candidate aware that you will be taken some notes throughout the interview.
- Allow the same amount of interviewing time for each applicant and ask same set of questions.
- Maintain good eye contact and remain interested in what the applicant has to say.
- Take good notes.
- Review position description and brief overview of your department/division. Give applicant SMU Overview.
- Do not oversell your position. Provide an accurate portrayal of the duties and responsibilities of the job.
- Bring the interview to closure by explaining the timeline for filling the position. Follow up with applicants, if you have promised to do so. Keep commitments.