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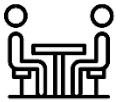


Interviewing Best Practices *Checklist*



Before the Interview

- Establish a clear description of the essential and non-essential job requirements.
- Prepare a list of questions that relate to job responsibilities.
- Create a scorecard system for the interview.
- Designate who will be conducting interviews.
- Review potential illegal and discriminatory questions.
- Review the candidate's resume.
- Establish the time and location for the interview.



During the Interview

- Put the applicant at ease. Extend professional courtesy,
- Tell candidate about the job.
- Go through the prepared questions and listen to the answers.
- Ask follow-up questions.
- Aim for the 80/20 paradigm, with the interviewer speaking 20% of the time and the applicant speaking 80% of the time.
- Invite the candidate to ask questions.
- Thank the candidate.



After the Interview

- Convene a debriefing with all involved staff to gauge impressions.
- Weigh scorecard and findings against the current need.
- Do not settle. Hire the best or not at all.
- Conduct a follow-up interview with the selected candidate
- Second impressions are important, too.
- Check references and conduct any background checks.
- Extend an offer. Follow up with all interviewed candidates once the process is complete.