**Points of Consideration for Interviewing Candidates**

**Preparing for an Interview:**

* Make sure the interview space is ready prior to the candidate arriving.
* Become familiar with the duties and requirements of the open position.
* Review the candidate’s application materials, and ensure that each member of the search committee has a copy of the candidate’s résumé.
* Plan to ask questions that reflect key performance indicators of the position.
* Organize the questions in the order you will be asking them.
* Be prepared to answer general questions about the organization and position (salary, work schedule, department dynamics, etc.)

*Interview questions should assess a candidate’s qualifications, level of skills, and overall competence to perform the specific job.*

* Turn each desired skill set or characteristic of the job into a series of open-ended questions to encourage the candidates to share their experience and expertise through their responses.
* Ask questions that lead a candidate to describe their technical expertise, discuss core competencies, and demonstrate problem-solving behavior, learning and communication style, and other attributes necessary to achieve success within the position.

*Reminder: when interviewing candidates, do not ask questions about the following:*

| * *Age*
* *Race or color*
* *Ethnicity, birthplace, or country of origin*
* *Gender, sex, or gender identity*
* *Salary history*
 | * *Sexual orientation*
* *Religion*
* *Disability or medical history*
* *Criminal history*
* *Marital status, family status, or pregnancy*
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**Conducting an Interview:**

| **Action** | **Description** |
| --- | --- |
| Establish rapport. | Establish an environment that encourages the candidate to relax and to provide information:* Allow everyone involved in the interview an opportunity to introduce themselves.
* Tell the candidate what to expect during the interview.
* Begin with some icebreaker questions.
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| Listen carefully. | Frequently summarize or paraphrase what you hear to make sure you understand what the candidate is saying. Observe and listen more than you talk. |
| Make smooth transitionsfrom one topic to another. | An organized, logical interview works best for both you and the candidate. Cover a topic area thoroughly and then move on to the next area. |
| Observe nonverbal behavior. | Be aware of facial expressions, gestures, and body positions. This applies to both you and the candidate. |
| Take notes. | Taking notes will help you remember your impressions and significant pieces of information from the interview; however, stay engaged with the candidate, and don’t make notes directly on the application form, CV, or résumé. |
| Conclude the interview. | * Ask for any questions or queries the candidate may have.
* Tell the candidate what the next steps in the process will be and

provide contact information in case they have follow up questions. * Give an estimated timeline for the search finalization.
* Thank the candidate for their time and interest.
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**After the Interview:**

* The Search Committee should review and compare notes/evaluation forms on each interviewee to choose their top candidate(s).
* Notify the Recruitment Coordinator of your selection, and they will provide reference check information on the candidate(s).
* Conduct the reference checks using the [reference check form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.pugetsound.edu%2Fsites%2Fdefault%2Ffiles%2F2023-08%2FOriginal%2520Copy%25202023%2520Reference%2520Check.docx&wdOrigin=BROWSELINK), and send completed forms to the Recruitment Coordinator.

**The following voluntary resources have been provided to assist you throughout the in-person interview process:**

[Sample Interview Questions](https://www.pugetsound.edu/sites/default/files/2022-11/sample-interview-questions_201501.pdf) – Examples of standard, compliant interview questions that can be rephrased or adapted to address the specifics of each position*.*

[Interview Evaluation Form](https://www.pugetsound.edu/sites/default/files/2022-11/5418_interview-evaluation-form_2014.pdf) – Standardized recording form for information collected during an interview to assist in evaluating and comparing each applicant once interviews are completed *(This form should be completed during and/or immediately after the interview while the conversation is still fresh in everyone’s minds.)*