

## **EMPLOYER INTERVIEW DOS AND DON'TS**

The goal of a structured job interview is to identify and select the candidate who is the best fit for your company. Your ability as a business owner or manager to conduct an effective interview is one of the most important aspects of the hiring process. Your choice can make the difference between selecting a new employee that will benefit your bottom line or one that may negatively impact both the company and your own position.

**Accurate Placement** has the expert knowledge to assist you in getting your interview off to a good start. Our certified staffing specialists can customize an interview process to fit your specific needs. At the core of any hiring process are some simple but vital steps to ensure success in selecting the right candidate for the position.

### **DO**

Regardless of the position or industry, develop a set of basic questions that you ask all of your applicants. By asking each candidate the same set of questions, you can compare candidates more effectively. Start the interview with easy questions that put the candidate at ease and gradually move into more probing questions. Stick with open-ended questions:

- Why are you interested in this position?
- What do you consider your greatest strengths or attributes?
- Give an example of how you resolved a difficult situation with a previous employer.
- In past performance evaluations, what was said by your supervisor about your job performance?

Adding behavioral based interview questions next will require the candidates to describe their past performance and skills at handling various situations:

- Describe a situation in which you were able to convince someone to see things your way.
- Describe how you coped when faced with a stressful work situation.
- Explain a situation in which you prioritized a long list of work.
- Give me an example of something you tried to accomplish at your job and failed.
- Share an instance when you showed initiative and took the lead.

### **DON'T**

Your job as an interviewer is to direct the conversation, not dominate it. This is a short list of common pitfalls to avoid:

- The interviewer spends more time talking than listening. The candidate should be doing most of the talking while answering your questions.
- Asking yes/no questions. This creates the perfect opportunity for the candidate to give you what they perceive as the "correct" answer.
- Asking personal questions pertaining to age, family, race or questions that have nothing to do with the position the candidate is seeking. These types of questions could lead to claims by unsuccessful candidates based on discrimination.
- Allowing the candidate to dominate the interview with questions about the position or the company. Keep this exchange brief and limited to the end of the interview.

The time and preparation you dedicate to the interview process will reflect a positive image of your company in the eyes of the candidate and give you confidence in knowing you have used all the right tools in your interview technique.