SELECTION & INTERVIEWING SKILLS GUIDELINES

Pre-interview Preparation

- Review job description, define job skills, develop behavioral questions, and motivational fit factors
- List what competences you are looking for, i.e. leadership, communication, customer services, problem-solving, creativity...etc.
- Prepare what questions to ask
- Review applicant's resume (note similar experience and gaps in employment)
- Ensure environment free from interruptions
- Estimate the time needed to cover each section of the interview guide. The face-to-face interview time usually around 20-45 minutes per candidate

Interview Opening

- Greet applicant and introduce yourself and your company
- Introduce overall interview process, advise the time frame and indicate that you will be taking notes

During the interview

- Build rapport – leave the applicant with a good impression of you
- Take notes – gather specific information
- Ask questions to get specific information about the jobs/experience

- Use Open-ended questions based on competencies required for the job role:

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- Pay attention to the applicant's communication skills
- Briefly review background and experience (5-6 minutes)

Closing the interview

- Provide information about the position and organization
- Answer applicant's questions and close the interview

After the interview

- Complete you note, adding additional comments as needed for accurate documentation
- Evaluate each dimension and competency
- Determine applicant's overall level of acceptability for hiring