



Interactive Interviewing

Before the interview

- Advance preparation, a set interview format, job-specific questions and more than one interviewer are key steps to a successful interview. Team interviewing results will generally justify the costs related to having more than one hiring manager spend time with a candidate.
- Prior to advertising the position, update the job description.
- Then formulate questions that focus on skills needed for the position. If the position requires managing a multitude of tasks at one time, ask related questions: "What method do you use to prioritize your tasks?" "If you receive four assignments that are very time-sensitive, what process do you use to ensure that work is completed timely?" "What method do you use to control interruptions when you are working on a project with a short deadline?"
- Always ask every candidate for the position the same questions to ensure equal treatment.
- Give each interviewer a list of questions with space to write comments and/or rate answers.

During the interview

- Begin with introductions, an overview of the company/agency and an offer to answer any questions.
- Next, give the candidate a copy of the job description and allow time for the candidate to read it without interruption or distraction. When the candidate has finished reading, ask if he/she can carry out the essential functions with, or without, accommodation.
- Give the candidate a copy of the resume that he/she submitted with the application. Ask the candidate to review the resume for you. Ask any appropriate follow-up questions to clarify information. You will gain far more information than asking resume-related questions that elicit short "yes/no" answers.
- Following the resume review, pose the questions that you have created for this position. Note-taking is easier if the interviewers take turns asking questions.
- Offer the candidate another opportunity to ask any questions that may have occurred to him/her. Describe the time frame for filling the position
- If feasible, show the candidate where he/she would work. Walk him/her out and express thanks for the time spent with you.

Following the interview

- The interviewers should de-brief immediately and discuss ratings on answers. This candidate will be compared to other applicants and an accurate summary will be critical in selecting the right person.
- Once a candidate has been selected and joined the company/agency, be sure to write a letter of thanks to each person who took the time to interview. That courtesy will send a strong message of how your company/agency treats people.