



Best Practices for Conducting Productive Interviews

1. Prepare Thoroughly

Preparation is key to conducting an efficient and insightful interview. Before the interview:

- Review the candidate's resume and cover letter in detail.
- Prepare role-specific questions to assess the candidate's relevant skills and experience.
- Familiarize yourself with the job description and required competencies.
- Plan the interview structure, including time for candidate questions.

2. Start with Clear Introductions

Begin the interview by setting a comfortable tone and explaining the process:

- Introduce yourself, your role, and the other interviewers (if applicable).
- Provide a brief overview of the company and its position.
- Let the candidate know how the interview will be structured (e.g., behavioral questions, skills assessment, etc.).

This helps the candidate feel at ease and sets expectations for the interview.

3. Ask Open-Ended, Behavioral Questions

Behavioral interview questions encourage candidates to share specific examples from their past work experiences. Examples include:

- “Tell me about a time when you...” had to solve a complex problem, work under pressure, or lead a team.
- “Give an example of how you...” handled a conflict, adapted to change, or dealt with a difficult client.

These questions provide insight into how the candidate behaves in real-life situations, helping you assess their problem-solving abilities and fit for the role.



4. Keep the Conversation Balanced

Ensure that the candidate has ample time to speak and that the conversation flows naturally. Aim for a balance between:

- **Listening:** Allow the candidate to expand on their answers without interrupting.
- **Probing:** Ask follow-up questions to gain more depth or clarify unclear responses.
- **Engaging:** A conversational tone can help both parties feel more comfortable, leading to a more natural exchange.

5. Focus on the Role's Key Competencies

During the interview, focus on the core skills and competencies that are most critical for success in the role. Use the following approach:

- **Technical Skills:** Ask specific questions about the tools, technologies, or methodologies used in their past roles.
- **Soft Skills:** Evaluate communication, leadership, teamwork, and adaptability by asking for real-world examples.
- **Cultural Fit:** Ask about work preferences, teamwork, and values to gauge if the candidate will thrive in your company's environment.

6. Take Notes

Take notes during the interview to capture key points from the candidate's responses. This will help you:

- Remember important details after the interview.
- Compare candidates more easily.
- Document strengths, weaknesses, and any concerns.

However, try to maintain eye contact and avoid excessive notetaking to keep the conversation flowing.



7. Avoid Leading or Hypothetical Questions

Avoid asking leading questions that guide the candidate to a particular answer, such as:

- “You’re comfortable working long hours, right?”

Instead, focus on open-ended questions and examples from their experience, such as:

- “Tell me about a time when you had to work long hours to meet a deadline. How did you manage it?”

Also, steer clear of hypothetical questions (e.g., “What would you do if...?”). Candidates may give idealized answers that don’t reflect how they’d actually behave.

8. Give the Candidate Time for Questions

Leave room at the end of the interview for the candidate to ask questions about the role, team, or company. This:

- Provides insights into what they value most.
- Allows you to address any concerns they may have.
- Demonstrates that you’re open and transparent.

Good questions from candidates can also indicate their enthusiasm and understanding of the role.



9. Be Consistent Across Interviews

To ensure fairness and consistency, ask each candidate the same core set of questions. This allows you to:

- Compare candidates' answers more effectively.
- Avoid bias by maintaining the same evaluation standards.
- Ensure all important aspects of the role are covered with each candidate.

You can still ask unique follow-up questions based on their answers, but keeping the main questions consistent helps create a level playing field.

10. Evaluate Immediately After the Interview

After the interview, take a few minutes to evaluate the candidate while the details are still fresh in your mind. Consider:

- Did they meet the key competencies?
- How well did they answer behavioral questions?
- Did they demonstrate enthusiasm and motivation for the role?

Use your notes and a candidate evaluation checklist to assess their fit for the position. If you're conducting multiple interviews, this practice will help you stay organized and objective.

Bonus Tip: Provide a Positive Candidate Experience

Remember, the interview is not just about evaluating the candidate; it's also an opportunity to create a positive impression of your company. Be polite, punctual, and respectful throughout the process. Even if the candidate is not selected, they should leave the interview with a favorable view of your organization.

Following these best practices will help you conduct productive interviews, evaluate candidates effectively, and ultimately make the best hiring decisions.

If you require further resources please don't hesitate to contact us at <http://onpointresumecoachingservices.com> or onpointresumecoachingservices@gmail.com