

INTERVIEWER PREPARATION

BEFORE THE INTERVIEW

- ✓ Develop a list of interview questions relevant to the position
- ✓ Review the resume and develop specific questions for the candidate
- ✓ Determine who will be the interviewers. We recommend more than one
- ✓ If interviewers are in the room together, determine who will be the lead when asking questions. Others can ask additional or follow-up questions
- ✓ Be prepared to discuss your operation, your history, the leadership team & structure
- ✓ Be prepared to discuss the pay and benefits of the position
- ✓ Be prepared to give a tour of the operation

DURING THE INTERVIEW

- ✓ Start with an overview of your operation
 - Review history
 - Share current operation details – size, business model, divisions, etc.
 - Describe your role and all leadership/manager roles in the organization
 - Share more about your culture and what it is like working there
 - Discuss the position, expectations, and hours
- ✓ As the interviewer, be mindful of common pitfalls
 - Don't jump to conclusions
 - Ask candidates to elaborate on answers that are too generic
 - Make them feel comfortable as that will show more of their true personalities
 - Watch body language
 - Observe expressions and how they answer questions
- ✓ Wrap up with advising them of the next steps and when they can expect to hear from you

AFTER THE INTERVIEW

- ✓ Open discussion with all interviewers on the strengths and weaknesses of the candidate
- ✓ If a yes candidate – Set up a second on-site interview
- ✓ If a no candidate – Inform the candidate

