

Top 10 Tips for a Successful Interview

1. Introduce each interviewer and briefly describe his or her position.
2. Use the script to tell the candidate about the peer interview process:
"This type of interview may be different for you, but we have found..."
3. Establish rapport and put the candidate at ease. Explain that you will be taking notes and why.
4. Ask a general opening question such as *"Tell us a little about yourself."*
5. Use behavior based questions; listen for the EAR
6. Ask, then **LISTEN-** Allow the candidate time to think. Don't rescue!
7. Ask for clarification if you don't understand response
8. Next to last question: *"What value would you bring to us?"*
9. Last question: *"What questions do you have for us?"*
10. Close graciously
 - *Thank him or her*
 - *Don't imply any hiring action*
 - *Summarize next steps*