

General Interview Do's and Don'ts

Do

- Be welcoming
- Plan, prepare and give it the adequate time and effort required to get the right result
- Turn off any unnecessary communication devices (i.e. mobiles)
- Talk up the benefits of working for the company (an interview goes both ways - you are also selling the job to the candidates)
- Start the interview with some small talk to make them feel at ease
- Let the applicant do most of the talking
- Keep a record of each applicant – take notes during the interview on the interview questions template
- State the next steps are the interview
- Ask if the candidate has any questions

Don't

- Be rushed and unprepared
- Oversell the position
- Have a personal bias
- Help applicants with their responses (i.e. lead them into a certain response)
- Assume that you'll remember each candidate without taking notes
- Ask questions that could be a risk to the business (e.g. discriminatory questions)
- Take too long to make a decision (you may lose a great candidate)