



Interviewing Best Practices

Preparing for Interviews

- Define interview objectives: Identify key competencies and soft skills to evaluate.
- Structure the process: Develop a standardized format to ensure consistency across candidates.
- Train interviewers: Ensure hiring managers are well-prepared and aware of bias mitigation techniques.
- Review candidate profiles: Familiarize yourself with resumes and screening notes to tailor your questions accordingly.

Conducting Effective Interviews

- Create a welcoming environment: Put candidates at ease to encourage open communication.
- Use a mix of question types: Include behavioral, situational, and technical questions to assess competencies.
- Encourage candidates to ask questions: This helps gauge their interest and clarify any role expectations.
- Take structured notes: Document responses objectively to facilitate comparison among candidates.

Avoiding Bias in Interviews

- Standardize questions and evaluation criteria: Ensure every candidate is assessed on the same factors.
- Implement a diverse interview panel: Different perspectives help reduce unconscious bias.
- Focus on objective skills and experiences: Avoid letting personal preferences influence decisions.