

## Interview Do's and Don'ts

### Do

1. Use the same questions for all applicants for the same position. The interviews must be consistent.
2. Have all the interviewers in the same interview session. This provides consistency and saves time.
3. At the beginning, try to put the applicant at ease with welcoming remarks.
4. Ask open-ended questions which will evoke descriptions rather than simply "yes or no" questions (For example, have each candidate describe a work situation in which he or she handled stress well rather than just asking if he or she can handle stress well).
5. Ask the candidate for examples of what he or she says. (For example, if the candidate says he or she is good at something, or has a certain quality, ask for examples of times when they displayed that skill or quality.)
6. Listen. Don't do all the talking.

### Don't

1. Have one committee member interview the candidate at one time and a second person at another time. Have everyone in the same room at the same time.
2. Ask yes or no questions.
3. Ask questions that have more to do with personal lifestyle than job experience.