

EmPower HR Starter Guide For Effective Interviews



Recruiting and hiring the right people for a job is pivotal to the success of any business. As a hiring manager, some of the most important tasks to effective candidate selection include choosing the right team members to help with the process and asking the right questions during an interview.

The information below can serve as a general starting guide to effective interviewing and applicant selection.

Taking the following steps when preparing for interviews will help to ensure a smooth and accurate interviewing and hiring process.

- Identify the critical knowledge, skills and abilities (KSAs) the candidate must possess in order to be successful in the position.
- Select key interviewers and solicit questions from them based on the details of the position.
- Establish consistent interview questions that are based on KSAs, past experience and education, and key behavioral qualities that identify the traits of a successful candidate.
- Establish a preliminary interview schedule, book a private interview area, and provide the interviewers with the interview questions in advance.
- Coach interviewers on appropriate responses and behaviors during and after the interview.
- From your pool of candidates, select those you wish to interview based on a preliminary phone screening.
- Schedule the selected candidates for in-person interviews. Provide the details of where the interview will take place and the anticipated duration.
- Provide Americans with Disabilities Act (ADA) compliant interview accommodations, if needed, for candidates upon request.
- Upon arrival, provide the candidate with a brief overview of the interview process.
- Take notes, ask questions and listen attentively to the candidate.
- End the interview with an approximation of how long the decision making process may take and avoid making promises for future interviews, offers or a written reply.
- Compile candidate interview assessment forms from all interviewers.
- If pre-employment assessments will be conducted, be sure they are legally compliant with the success factors in the job.
- Schedule employees for second interviews or pre-employment assessments, if appropriate.
- Communicate with any applicants that were not selected during the first round of interviews.
- Determine your finalist(s) based on the criteria above.

10 Effective Interview Questions

The following is a sample of interview questions that can be very useful in getting to know a candidate, regardless of industry or position.

- 1** Tell me about the best job you've ever had. Why was it so good?
- 2** What are you passionate about in your work and why is this role the next step in your career path?
- 3** When you have entered a new workplace in the past, describe how you have gone about developing relationships with your new co-workers, supervisors, reporting staff and their subordinates.
- 4** Tell me about one of your biggest work challenges and how you managed it?
- 5** Has there been a time when you had to enforce a process or protocol that you disagreed with, and if so describe how you handled it.
- 6** What do you look for when selecting project team members to work with you on high-profile projects?
- 7** Tell me about your greatest accomplishment(s) in your last job? What made it so impactful?
- 8** Describe a situation where you had to make a decision that you didn't feel was your responsibility or authority to make. What course of action did you take to make sure you did the right thing?
- 9** Describe a situation where you were required to work an extended period of time to accomplish a task/project. What was the situation and how did you keep yourself and your staff motivated?
- 10** Describe the type of communications style that works best for you and give examples of why and how that is the case.

Interview Questions To Avoid

It is a best practice to avoid interview questions that directly ask for personal information such as religion, age, family life and nationality. An example of these types of questions could include:

- What church do you go to?
- How old are you?
- When do you plan to retire?
- Do you plan to have children soon?
- Where were you born?

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