

# 3. Preparing for Interviews

## Have You Detailed the Talent Search Process?

### For the Interview Organizer

- Confirm appointment with candidate.
  - Date
  - Time
  - Interview type
  - Location
- Confirm availability of your interviews.
- Share a list of interviewers, titles, and emails with candidates.

### For the Interviewer

- Be on time.
- Have questions prepared in advance of the interview.
- Determine which interviewers will ask which questions.
- Look over candidate information prior to interview time.
- Identify areas of interest and areas for clarification.
- Save time for questions.

### Best Practices

- Work with interviewers to establish objectives for their discussion.
- Prepare a freeform interview template that is separated by categories (i.e. leadership, values, drive, etc.) for interviewers to take notes and frame the conversation.
- Help brainstorm behavioral questions and STAR method.
- Have the interviewer state the mission of the company and ask the candidate how one of the company's values contributes to its mission.
- Have the interviewer explain a company goal and ask the candidate how his role will help to contribute to that goal.
- Obtain feedback and impressions from interviewers within 24 hours of the interview while it is fresh in their minds.

## What's Next? Winning the Right Candidate