

Interviewing Tips for Supervisors

- Clear your calendar and set aside a block of time during which you will be uninterrupted for each interview.
- Have an accurate, **updated** position description at hand to share with the candidate.
- Be prepared to review the specific duties with the candidate, stressing the required skills and abilities.
- Review and note any specific details or special conditions of the position, including:
 - Salary
 - Work hours --- is there any flexibility?
 - Will overtime occasionally be required?
 - Does the position require shift work, on-call availability, or periodic travel?
- Write and format your interview questions. Remember to include questions which would account for or explain:
 - Reasons for leaving previous job.
 - Any "gaps" in employment history.
 - Reasons for frequent job changes.
 - What candidate's promotional goals are.
 - How long candidate could be expected to stay, if offered the job.
- Schedule time during the interview for a "mini-tour" of the work station or office which the successful candidate will occupy.
- Be yourself!