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!