Checklist to Prepare for the Interview

✓ 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 or at least be prepared to review the specific duties with the candidate, stressing the required skills and abilities.

✓ Review and note any specifics or peculiarities of the position, including:
  
  • Work hours --- is there any flexibility?
  • Will overtime occasionally be required?
  • Does the position require shift work, on-call availability, or periodic travel?
  • May want to discuss salary.

✓ Write and format your interview questions. Remember to include questions which would account for or explain:
  
  • Reasons for leaving previous jobs
  • Any "gaps" in employment history
  • Reasons for frequent job changes
  • How long candidate could be expected to stay, if offered the job
  • What candidate's promotional goals are

✓ Schedule time during the interview for a "mini-tour" of the work station or office which the successful candidate will occupy.

✓ Mentally outline your own supervisory style and philosophy so you can share an overview of these qualities with the candidate.

✓ Be yourself!