

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!