

Some general guidelines for SWCD Supervisors

Basics of Interviewing Job Candidates

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Adapted from the [Field Guide to Leadership and Supervision](#).

(This document is referenced from [Interviewing Job Candidates](#).)

1. Send the job description to candidates before they come to the interview meeting.
2. While interviewing candidates, always apply the same questions to all candidates to ensure fairness. All questions should be in regard to performing the duties of the job.
3. Ask about their compensation needs and expected or needed benefits.
4. Attempt to ask open-ended questions, i.e., avoid "yes-no" questions.
5. Talk for at most 25% of the time -- for the rest, listen.
6. Don't rely on your memory -- ask permission from the interviewee to take notes.
7. Find out when they can start if offered the job.
8. Consider having multiple people at the interview; although this can be intimidating to the interviewee, this practice can ensure them a much more objective and fair presentation. Have the same people as interviewers in all of the interviews.
9. Consider asking some challenging, open-ended questions, such as "What skills do you bring to this job"? "What concerns do you have about filling this role"? "What was your biggest challenge in a past job and how did you meet it"?
10. Don't ask questions about race, nationality, age, gender, disabilities (current or previous), marital status, spouses, children and their care, criminal records or credit records.
11. Have all interviewers share/record their impressions of the candidate right after the interview meeting.
12. Explain to the candidate that you'll be getting back to them soon, and always do this.
13. Ask if you can get and check any references.
14. Always check references and share them with the interviewers.
15. Be sure to tell candidates of any relevant personnel policies terms, such as probationary periods. (The best way to deal with a poor performer is not to hire him or her in the first place. It is often wise to have a probationary period of, e.g., six months, wherein if the employee does not meet the responsibilities of the position, you can terminate the employee.)