



## **Conducting The Interview**

### **Pre-Interview:**

- Ask the candidate to arrive an hour early
- Have pertinent information available (handbook, information, mission, planning materials, goals)
- Interview questions?
- List of interviewers' names & positions

### **The interview**

- Namecards & introductions for all

### **Question to get performance information**

- Content questions
- Judgment questions
- Actual experiences
- Similar experiences
- Scaling
- Self-evaluation

### **Information for the candidate**

- Q & A

### **Closure**

- Review search procedures & timeline
- How candidate will be informed
- Suggestions to improve the process?