

INTERVIEW PREPARATION

NOTE: Interviews and required testing appointments for clerical positions are scheduled by UHR

Scheduling the Interview

- Contact the candidate to schedule the interview time
- Identify the position for which you are interviewing
- Let them know how many people they will be meeting
- Give them the directions to the campus building and office location
- Let them know where to park
- Let them know how long to expect the interview to last

Preparing your Selection Committee

- Prepare for the interview in advance
- Familiarize the committee with the duties and responsibilities of the position
- Review your selection criteria with the committee
- Establish the interview questions
- Determine who will ask which questions
- Review the list of topics to avoid (illegal questions)
- Confirm dates, times and locations of the interviews
- Reiterate the importance of their participation on the selection committee for every interview. In order to evaluate all candidates fairly, all committee members should be present for all interviews.

Greeting the Candidate

- Extend a warm greeting
- Establish a rapport to put the person at ease
- Keep the topics general and remember that as soon as you are in contact with the person, that begins the interview. Even casual conversation can be misconstrued.
- Introduce to other interview committee members
- Let them know the structure of the interview and what to expect

Gather Information

- Listen, probe, reflect, summarize
- Don't monopolize the interview – the interviewers should talk no more than 25% of the time
- Ask open-ended questions, avoid the yes/no answers
- Pay attention and don't start thinking about the next question until you've listened to this one

- Ask follow up questions or rephrase the question if something isn't clear but don't vary too much from the agenda
- Take notes – just the highlights
- Be consistent with all candidates

Provide Information

- Make a pitch for OU
- Describe the job, department and university
- Describe the organizational structure
- Describe a typical day for someone in this position
- Discuss the type of interactions with students, faculty and staff
- Avoid topics that may be misconstrued as employment contracts (“you’ll have a long career here, we never have layoffs.”)
- If questions arise on the topic of salary or other employment related issues, direct them to UHR – Employment Services at (248) 370-3480 or the UHR web site at:
<http://www4.oakland.edu/?id=1986&sid=154>

Conclusion

- Ask the candidate if they have any questions
- Explain the next steps
- Thank the candidate for his/her time