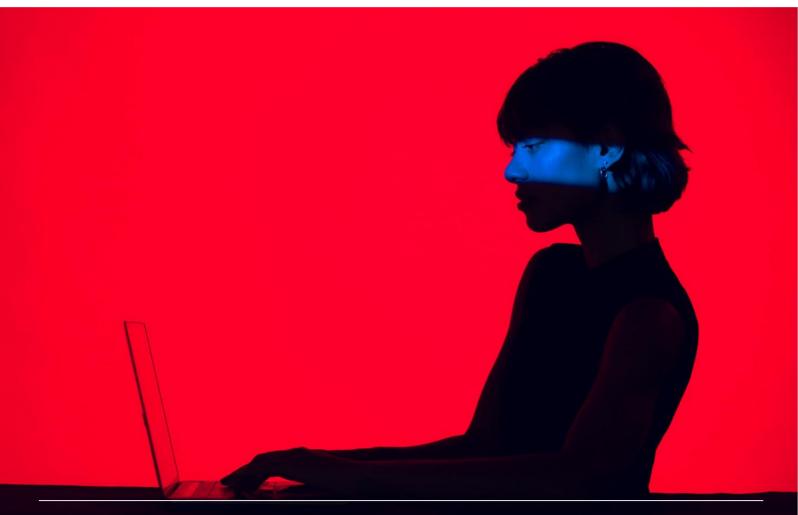
# Interview Do's and Don'ts for Interviewers



### **DEPT**

# DO'S!

#### **Prepare Thoroughly**

Familiarize yourself with the candidate's resume and application before the interview. Understand the job requirements and have a list of relevant questions ready.

#### **Explain the Role and Company**

Share details about the position, your team and what your expectations are. Provide a clear overview of the job and the organization's culture. Help the candidate understand what it's like to work at DEPT®.

#### **Start with Open-Ended Questions**

Begin the interview with open-ended questions that allow the candidate to share their experiences, skills, and accomplishments in their own words.

#### **Focus on the Facts**

Evaluate each candidate on their own merits and not on other factors.

#### **Give Ample Time for Questions**

Allocate time for the candidate to ask questions about the role, team, company culture, or any other relevant topic.

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# DON'TS!

#### **Don't Be Unprepared**

Lack of preparation can lead to an unstructured or ineffective interview.

#### Don't Be Late

Communicate any shifts in schedule or inability to join an interview. Respecting each other's time is essential to us.

#### **Don't Make Assumptions**

Avoid making assumptions about candidates based on appearances or stereotypes as well as asking questions related to age, marital status, race, religion, or other protected characteristics.

#### Don't Make Promises You Can't Keep

Be honest about the job role, company culture, and potential opportunities.

### **Don't Forget to Provide Feedback**

Offer constructive feedback to candidates, that focus on attributes, experience and what the role entails.

## Have a Backup

Ask another manager, or team member to be a backup interviewer, in the event of a scheduling conflict.

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# POST INTERVIEW NEXT STEPS

#### **Assess Candidates**

Evaluate each candidate's performance based on the interview and their qualifications for the role.

## **Prompt Feedback**

Submit your feedback right after the interview and before syncing with your team.

#### **Discuss Feedback**

Let your hiring team know how your interview went, and keep them updated on next steps regarding the candidate/interview process.

#### **Communicate Changes**

Alert your hiring team when any changes, delays or unforeseeable circumstances arise.

#### **Be Responsive**

Acknowledge receipt of messages and communications coming from your hiring team to create a good candidate experience.

