

Interview Do's and Don'ts for Interviewers



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.

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.

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.

Thank you