

8

FAQs about the Interview Process

Most of us have been interviewed but conducting an interview is a different story.

Becoming a great interviewer won't happen overnight. G&A Partners Recruiting Manager, Eleesha Martin, breaks down the basics for you.

1



How do you start the interview?

Start the conversation by making small talk with the candidate. (i.e. "How was the drive to our office?" This will help the candidate loosen up if they feel nervous or anxious.)



2



How do you properly interview someone?

Talk 20% of the time and listen 80% of the time and take notes to help you remember the candidate. The more the candidate talks, the more information you have to help you decide on their candidacy.

Create an interview guide with a prepared list of questions. Have this and the candidate's resume printed out before you start.

3



What are the best interview questions?

Ask questions related to the candidate's knowledge, skills, abilities, and add in behavioral- or situational-style questions. Read our blog for questions you should avoid.

Behavioral and situational questions will give you a well-rounded overview of the candidate's job fit and culture fit.

4



How many interviews are typical?

One to three interviews are usually sufficient to make a hiring decision. Typically the meetings are held in the following order: First interview with the hiring manager, second interview with peers, and the final interview with the hiring manager's boss or HR.



"Before I close an interview I always ask the candidate if they have any questions."

Eleesha Martin
Recruiting Manager

5



How do you close an interview?

The interviewer should close the conversation by informing the candidate of the next steps in the process and providing an idea of when a hiring decision will be made.

6



How long is the interview process?

The interview process can vary depending on how many viable candidates are being considered. Typically, the interview process shouldn't take more than a week or two to complete.



7



What should happen after?

After each interview, the hiring manager should immediately evaluate each candidate and determine if there are enough viable candidates to choose from or if additional candidates are needed.

8



What should happen once a hiring decision has been made?

Once you offer the job to the top candidate and they accept, notify the rest of the candidates of the outcome.

It's best to call the candidates that interviewed to inform them a decision has been made.



Learn how G&A Partners can help you improve your recruitment process.

Call 1-800-253-8562 to speak with a recruiting expert or to schedule a business consultation.