

Final Interview Reminders

- The interviewer should stay focused on the job and its requirements, not any preconceived assumptions about what the candidate can or cannot do. Remember: any oral statements that the interviewer makes during the interviewing process can lead to potential liability for the College.
- Remember that someone who interviews very well may have had lots of practice in many other job interviews as a result of frequent job changes. An uncomfortable interviewee may have experienced long-term employment situations and, as a result, fewer interviews.
- Sell the job and the College while keeping your pitch realistic. Unrealistic expectations will generally lead to employee dissatisfaction and higher turnover.
- Make sure you elicit questions or provide information which will help clear up any unanswered questions or doubts that are lingering in the candidate's mind.
- End the interview on a friendly note and, if possible, apprise the candidate of the next step and the time frame for a decision.
- Complete the candidate evaluation form while the interview is still fresh in your mind.
- Conduct reference checks consistently for all final candidates (preferably using prior supervisors over personal references since they are less biased and more aware of the candidate's work performance).
- Make a fair and unbiased recommendation or decision based on the job-related qualifications of the applicants.