

Employer Interviewing Do's and Don'ts

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Your business is looking for a new employee, which means it's time for you to start preparing for the interviewing process. To assure you are ready and prepared for the interview process, use the interviewing **Do's** and **Don'ts** below to get you on track and prepared.

Quick Tip: Before you begin conducting interviews, make sure you have prepared the job description, duties, qualifications, expectations, and other information pertinent to the position you are filling.

Do's	Don'ts
<p>Scheduling Interviews: Make sure to schedule enough time to get through all questions you have and leave enough time for the interviewee's questions. If you have multiple people interviewing you want to make sure their interview times are scheduled to allow for time in between to ensure no one is waiting for another interview to wrap up, and that you have adequate time with each interviewee.</p>	<p>Don't:</p> <ul style="list-style-type: none"> • Schedule interviews so they overlap. • Rush your interview because you are running behind on time, you can reschedule if absolutely necessary.
<p>Be Prepared: Have a list of questions and know what topics you want to cover with the interviewee, like:</p> <ul style="list-style-type: none"> • Work History • Education • Availability • Strengths/Weaknesses 	<p>Don't:</p> <ul style="list-style-type: none"> • Wait until the interview to review the interviewee's resume/application. • Spend more time talking than listening; you are here to learn about them. • Allow the interviewee to take control of the flow of the interview.
<p>Questions: Ask open ended questions about the interviewee's skills and experience that will get them talking.</p>	<p>Don't ask prohibited interview questions. For example, you cannot ask candidates about their age, race, national origin, gender, religion, marital status, and sexual orientation.</p>
<p>Attention: Give the interviewee your full and undivided attention. You are here to determine if they would be the best fit for your business, so be sure to give them the best opportunity.</p>	<p>Don't bring your phone, work, or anything distracting with you into the interview regardless of if you are conducting the interview or just sitting in on it.</p>
<p>Be Positive: When you are talking to the interviewee about your business, make sure to promote all of the positive things your business has done and is doing in your industry and community. Also, mention perks or benefits your business may provide.</p>	<p>Don't speak poorly about your business or co-workers. You do not want to portray your company in a bad light to potential employees.</p>

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