Do’s and Don’ts of Interviewing

Don’t:

1. **Ask discriminatory questions**, any questions regarding race, religion, age, ethnic group, national origin or ancestry, political affiliations, military service disability or other sensitive topics may be discriminatory and should be avoided.
2. **Overpromise,** be honest and avoid making false promises on job details in regards to salary expectations, career prospects, employee benefits and other job details as this will leave you in a no-win situation.
3. **Make it all about you,** get your pitch over and done with in the first five minutes of the interview, and then refocus the interview to be about them.
4. **Vary your interview questions**, your core questions shouldn’t vary too much between candidates. The playing field needs to remain even otherwise you won’t be able to accurately compare one candidate from another.
5. **Ignore red flags.** If they’re late for their interview, they may be late for other things. Hearing pushback on role expectations is another easy one to spot. For example, if work hours are 8-5 and the candidate says “I only work 9-4,” there is a chance other issues may arise in the future.

Do:

1. **Create a comfortable environment** for interviewing, make sure the area is neat and quiet. When the interview begins, be sure not to take any calls or respond to emails. Offering the candidate something to drink, water or coffee, is a small courtesy that demonstrates consideration and thoughtfulness.
2. **Keep the conversation focused on job-related information**, is the information you are seeking needed to evaluate the candidate's qualifications, skills, and ability to meet the challenges of the job?
3. **Provide the candidate with information regarding next steps**, to close the interview, provide a general timeframe for getting back in touch with the candidate regarding any next steps and decisions.
4. **Compare candidates afterwards**, use similar questions for every interviewee so you can better compare them and also agree the interview questions with all members of the panel beforehand.
5. **Role playing.** A skills assessment and role playing are great ways to gauge real-world capabilities while also getting your team involved. For example, if hiring a Financial Planner, have them briefly put together a plan based upon a given client scenario with enough details for them to create their recommendations.