

Preparing for an Effective Interview



What's New ?

Suggested Committee Size

- Number of members - 3 to 5
- Chair from department or division
- One Affirmative Action Committee member
- One outside member
- One or two department members

Search Committee Roles

- Hiring Administrator
- Search Committee Chair
- Search Committee Members
- Human Resources

Hiring Administrator

- Prepares job description
- Selects committee members; appoints chair
- Calls HR to determine salary range
- Gives charge to committee
- Informs Search Committee and finalist of hiring outcome
- Informs remaining finalists of decision

Search Committee Chair

- Gains an understanding of position
- Organizes meetings, reserves room
- Plans agenda
- Distributes job description
- Discusses confidentiality
- Serves as a liaison
- Communicates with HR

Search Committee Members

- Review résumés of all candidates - “S Drive”
- Identify candidates’ ability to do the job
- Identify areas of concern
- AAR ensures that EEO and affirmative action guidelines are followed.
- Review HR file if candidate is current MCCC Member

Job Description

Position: Consulting Psychologist

Duties and Responsibilities:

- Delivers individual and group counseling as well as crisis intervention
- Provides staff consultation and supervision services as needed
- Consults with college administrators, faculty, and staff regarding student problems when appropriate
- Provides emergency on-call services
- Participates in developing/reviewing counseling protocol
- Trains and educates faculty and staff on counseling theory and skills

Qualifications:

- Required: Ph.D. in Psychology
- Training and experience in crisis intervention
- Prior experience working in a college counseling center or experience working with college students
- Excellent interpersonal communication skills

Before the Interview

- Review the job description to identify skills needed
- Evaluate résumés; use a résumé matrix
- Place in Yes, No or Maybe categories
- Questions need to be based on the job description
- Discuss possible answers
- Agree on the format of the interview

Starting the Interview

- Arrive 15 minutes early
- Chair will
 - Introduce the Search Committee
 - Provide general information about the college and position
 - Explain the format of the interview
 - Indicate how long the interview will take

Preparation

- You are the interviewee's first point of contact with the college.
- Members' appearance and the appearance of the interview room is viewed as representative of the workplace.

Face-to-Face

- An interview is a fact-finding mission.
- Review the candidate's information just before the meeting.
- “Small talk” breaks the ice.
- Explain your role relative to the position.

Always start an interview with common questions

- Why are you a good fit for this position at this time?
- What is it about this position that interests you?
- Tell us about yourself.

Questions

- Get the candidate engaged in the interview as soon as possible.
- Ask open-ended questions (e.g., hypothetical questions). *Can Challenge “rehearsed” candidates.*
- Ask questions about how the candidate has acted in the past (e.g., behavioral questions)
Example: “Tell me about a time when you had to...”
- Word questions clearly and ask them one at a time.

Sample Questions for Faculty Positions

- In academe, we hire faculty members based on their teaching, research and service.
- To get a glimpse of the candidate's character, ask broad questions.
 - *“How would your students describe you?”*
 - *“As Reading Skills Specialist, you would be working with many ESL students. What can you tell us about your experience with ESL students?”*
 - *“How would you deal with a disruptive student in your class?”*

Follow up Questions

- Can we deviate from the script and ask a follow up question?
- YES, follow-up questions are okay and often necessary based on the applicant's response to the question asked.

When to Follow -up

- “Can you tell me about your experience at the last place you were employed?”
- At some point while responding the applicant states that they were fired.
- Need to follow up – “Under what circumstances?”, “Has this happened before?”

Example

- An applicant answers that they assisted the Director with the budget or supervised other employees.
- You may want them to be more specific about their role.

Questions NOT to ask

- Do you have a bad back?
- At your age do you want to travel ?
- Do you have any handicaps or disabilities?
- What is your maiden name?

Do you really need to know ???

Are there legitimate reasons to ask any of these questions?

- This position requires that you lift 45lbs. Are you able to perform this task ?
- This position requires extensive travel . Are you able to travel ?

Conducting the Interview

- Attempt to remain as neutral as possible.
- Encourage responses.
- Be careful about the appearance of note-taking.
- Provide transition between major topics.
- Establish a friendly tone, but stay in charge.

At the End of the Interview

- Ask interviewee if he or she has questions.
- Ask candidate if he or she would like to make a closing statement.
- Thank the interviewee, give timeline, and escort the candidate from the room.
- Don't count on your memory for recall. Proof-read your notes immediately after the interviewee has left.
- Write down any observations made during the interview.

Next Steps

- Forward 3 to 5 finalists, in alphabetical order, to hiring administrator with your assessment of candidates' ability to do the job along with areas of concern.
- Once finalist is selected and accepts, Human Resources notifies first round of interviewed candidates that someone has been selected.
- Confidentiality remains intact throughout the process!

Characteristics of an Effective Interviewer

- Make good eye contact
- Show interest
- Avoid distracting actions
- Empathize
- Paraphrase
- Let the speaker finish
- Do not over talk
- Confront your biases
- Be natural
- An interview is a business meeting where both parties need to prepare and be present