

## QUICK ASSESSMENT OF MY INTERVIEWING PRACTICES

Here is a quick way to evaluate your skills as an interviewer. It may be easier to complete this if you think about the very last candidate interview you conducted:

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|--|---|---|---|
| 1. I spent adequate time on the phone screening the applicant prior to scheduling and conducting a full interview.                               | Y | N | ? |
| 2. I had a copy of my position requirements handy so that I knew what skills I was looking for and used this to ask questions.                   | Y | N | ? |
| 3. I had enough time to probe for all the information I needed. I covered all the things I wanted to.  | Y | N | ? |
| 4. I asked for specific behavioral examples of past work experiences and got lots of information on "how" they did things.                       | Y | N | ? |
| 5. I waited until after asking my questions to describe the job in detail so that I would avoid the possibility of bias and suspect information. | Y | N | ? |
| 6. I asked the candidate to describe how he or she handled multiple difficult or challenging work situations.                                    | Y | N | ? |
| 7. I asked penetrating questions and kept with a tight line of inquiry that ensured that I didn't get general or "canned" responses.             | Y | N | ? |
| 8. I had a clear idea of both this person's strengths and weaknesses.  | Y | N | ? |
| 9. I felt I had good open rapport with this candidate.   | Y | N | ? |
| 10. I have a good idea of this person's work habits and how he or she works with others.   | Y | N | ? |
| 11. I probed and understand this person's knowledge, skills, character and important accomplishments.  | Y | N | ? |
| 12. I let the candidate do most of the talking.  | Y | N | ? |
| 13. I feel my interview, compared to most other hiring managers, was better organized, more professional and effective.                          | Y | N | ? |
| 14. I took notes during the interview.   | Y | N | ? |
| 15. I'm pretty confident that everything I did and asked was appropriate and legal.  | Y | N | ? |

*Give yourself 5 points for each yes answer. A score of 50 or higher is a passing grade.*