

# HOW TO CONDUCT AN INTERVIEW

## Candidate interviews are important because they:

- Validate the candidates' experience and qualifications.
- Give the candidate a chance to peek into the future workplace.
- Let candidates share their expectations and requirements.

## Interview tips:

- No cliché questions, like “sell me that pen”
- No mind games and trying to catch the candidate
- Ask a colleague to join for the second opinion
- Be consistent across all interviews
- Ask about their working style
- Ask about their work experience
- Let the candidate ask questions too
- Walk the candidate out
- Notify candidates about any decision
- Embrace the stress of the interviewing
- Don't waste time if someone isn't a fit