

Interviewer – Interviewee

A Look at Both Sides



Karla Dobbeck, PHR
Human Resource Techniques, Inc.

Steve Brainerd
Dale Carnegie Training

***Tips For The
Interviewer***

Questions to Avoid

- **Family, Children, Childcare**
- **Religion, Age, Disability, Heritage**
- **Citizenship**
- **Outside Activities**
- **Personal Finances**



Interview Questions for Results

- Open Ended
- Work Related
- Neutral
- Take Notes!
- Job Description
- Other Employees
- Skill Gaps



Negligent Hiring

- **Company and Personal Liability**
- **Reference Checks**
 - Two Questions!
 - Verify Applicant's Responses
- **Background Checks**
 - Criminal



Put the Candidate At Ease

- **Be On Time!**
- **Avoid Interruptions**
- **Discuss Note Taking**
- **Have Company Information Handy**
- **Discuss the Process – What to Expect Today and What Comes Next.**



***Tips For The
Interviewee***

Self Preparation



- Appearance
- Self Confidence
- Personality & Style
- Communication Skills
- Enthusiasm
- Attitude
- Interest

Know The Company & Yourself

Know Your “Product”

- Knowledge
- Skills
- Energy
- Accomplishments
- Personality



Know Your Customer

- Research
- Problems
- Opportunities

Putting Your Best Foot Forward

- **Gain Favorable Attention**
 - *Establish Rapport*
- **Generate Interest**
 - *Always Make the Other Person Important*
- **Demonstrate Your Competence**
 - *Display Your Ability to Solve Problems*



Closing With Style

- **Be Thoughtful in Your Answers**
- **Show Interest in the Field**
- **Maintain Composure**
- **Understand the Next Step**



Preparation Checklists

Interviewee

- Employer Needs
- Research Company
- Appearance
- Be Prompt
- Questions to Ask
- Follow Up



Interviewer

- Know the Position
- Appearance
- Be Prompt
- Share JD
- Company Information
- Follow Up