

INTERVIEWER'S TOOL BELT

To be successful, you must have the right tools. This Interviewer's Tool Belt is designed to help you both in the preparation of your interview questions and also during the interview. Here are the eight tools for your belt:

What Would You Do?

Describe a situation related to the job and ask the interviewee what he/she would do. Then, ask for an example of the same thing from real life work experiences. Whenever possible, seek examples from real life work experiences.

Prove It To Me.

When an interviewee makes a claim, challenge it. For example, if he/she claims to be highly creative, ask for an example of creativity from his/her work. You might need to use "Silence is Golden," too.

Here I Am.

Do not ask an interviewee to describe his/her weaknesses. Share one of your personal improvement areas and then ask him/her to share their areas of desired improvement.

Silence Is Golden.

If an interviewee does not answer a question immediately, wait, give him/her time before moving on to your next question. You can also use this technique to discover additional information by remaining silent and allowing him/her to fill the void.

Apples and Oranges.

Many times it is helpful to have an interviewee compare or contrast. For example, ask them to compare the leadership style of their current supervisor with that of a previous one.

Pete Repeat.

Many times you can use the ending phrase or word of an interviewee's response and repeat it back to him/her. For example, if an interviewee ends a sentence with, "that was a challenge.," then say to him/her, "a challenge?"

Two Step Waltz

Never let an interviewee off the hook. If you ask how follow up with a why question. If you ask how a problem was solved, be sure to follow up with a question asking why he/she selected that method/approach.

Left/Right Jab.

Never use a close-ended question without having an open-ended question ready to ask. You can use close-ended questions to set the stage for an open-ended question.



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