

INTERVIEW STRUCTURE

Greeting/Rapport Building

The interview will proceed more smoothly and be more productive if the candidate and the interviewer are at ease. Spend a few minutes “breaking the ice.”

Talk about the weather, ask if they found the building okay, or had trouble parking. Keep the topics very general.

Tell them the structure of the interview, give them an interview schedule if they are interviewing with several people throughout the day, and introduce the members of the interviewing committee.

Information Gathering

Ask questions to obtain factual and objective information about the applicant's qualifications, experience, and interest in the job. See section on Job-Focused Interview Questions for sample questions.

Information Giving

Describe the duties and responsibilities of the position. Talk about the organizational structure, expectations of the job, and the culture of the department and university.

Give general information about the department, university, benefits and salary (if appropriate). Interview packets are available from HR containing general information about Grand Valley and the surrounding area.

You can refer applicants to the Human Resources web site for detailed information on policies and benefits.

Applicant's Questions

Give the applicant time to ask his/her questions and respond appropriately.

Summary/Closing

Make any summary statements and tell the applicant about the next steps in the hiring process. End on a cordial note: Thank applicant for his or her time.