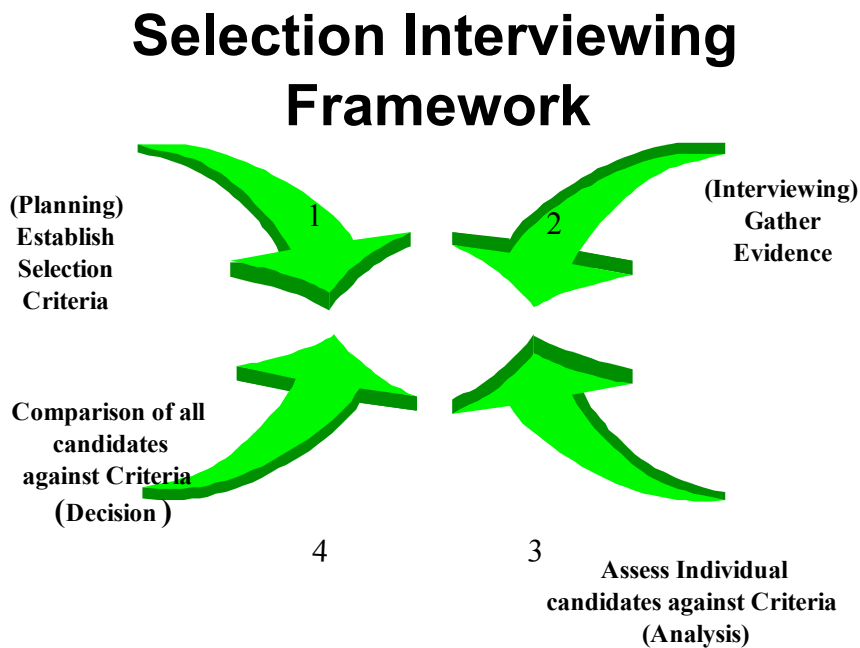


The Employment Interview – What am I doing?

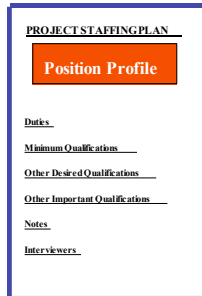
Part 2

In part 1 of this 4 part series we explored the first step of the selection interviewing framework listed below. Planning is key to the interviewing process, as it sets the stage for getting the most out of the time available to you and the applicant. In part 2 we will discuss the preparation of interview questions. As always we will refer to the selection interviewing framework shown below. Part 2 addresses the second stage of the framework, namely gathering evidence.



The first question many people ask is how do I develop interview questions? Well, there are really 3 sources of questions:

The source of questions



Job Description

Resume

**Interviewee 's
Answers**

The job description provides you with the ability to ask a standard set of questions; and questions specific to the position. For a standard set of questions see the list of interview questions listed on the GHRO blog. Standard questions are the type you would normally ask every candidate and are used to try and determine appropriate “fit” to the job and the organization. Position specific questions are those which you create to get at the “gotta haves” and “nice to haves”. These are also typically asked of all candidates.

The resume also is an excellent source of questions. You will see information on the candidates resume that will require explanation. These might include:

1. Missing information such as where they went to college, major, dates of graduation etc.
2. Reason for leaving previous employment
3. Position accomplishments
4. Gaps in employment

Finally, the interviewee is a great source for additional questions. Make note of things the interviewee says that require additional clarification. In the next part of this 4 part series we will explore the interview itself. What is the

correct way of conducting the interview and what to do when we get “stuck”? Remember, as always, GHRO is here to help!

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