

# Common Interviewing Mistakes

## **1) Failure to put applicant at ease**

Warm greeting, supply glass of water or other refreshment, short "small talk," outline the interview process, warm, interested tone of voice, positive non-verbals, use applicant's name, show approval and respect. Use careful self-disclosure.

## **2) Signaling expected answers**

Allowing the context of the question to signal desired answer. "How do you feel about reporting to a younger person?" Loading a question with emotional signals. "How do you handle frustrating set-backs?" Use behavior-based interview questions; "Tell me about an example when you..."

## **3) Failure to listen actively**

Use door openers, reflection, paraphrase, reinforcements. Use follow-up questions. Prevent meeting interruptions such as phone calls or staff questions, of non-emergency nature.

## **4) Talking too much**

Interview is not a balanced social conversation. Focus on information gathering. Restrict most question answering and recruiting to end of interview.

## **5) Lack of follow-on questions**

Get back to loose ends. Jot down reminder notes to guide you back. Seek clear understanding, full explanations.

## **6) Conducted without prior planning**

Develop semi-structured outline. Review application and job description.

## **7) Too short; insufficient information**

Good interviews take time. Schedule second interview if needed.

## **8) Affected by personal bias**

Consciously guard against them. This is hard work.