

## **THE INTERVIEW PROCESS**

### 1. Analyze the job

- Know the purpose of the job
- Know the duties and requirements of the job (i.e. the job description)

### 2. Determine the questions to ask

- Write the questions
- Ask yourself: Do the questions measure "can do"?

### 3. Conduct the interview

- Ask all applicants the same questions
- Record in writing the applicant's responses

### 4. Evaluate the applicant

- Use an appropriate system for evaluation
- Evaluate directly after the interview