

13 Steps to Conducting a Job Interview

Ghosting doesn't only happen in the dating game, unfortunately. It also happens to an employer after a job interview, when you don't lay the right cards on your first meeting. According to The White House, the unemployment rate as of September 2019 was the lowest it had been in 50 years. And all that coming from a proven economy that also brought more employment options in the market than anyone else. Because of this, you have to step up your game! You need tough [HR planning](#) to get your second meeting with prospective employees, and hopefully—a commitment with them. And, in this article, I will be providing you useful hiring steps from preparing, to closing job interviews gracefully.

Preparing to Conduct an Interview

As an HR professional or employer, it is essential for you not only to dress smart but also to talk and act smart because first impressions last. Here is a checklist of the preparations you need to do to appear calm, cool, and collected on the interview.

Get an Idea of What Exactly You Need

What are the success factors for a specific position? What qualities does the applicant need to possess for the job post? Prepare a list of the skills, qualities, and experiences you need for a specific position. Afterward, decide what type of interview process to use. A panel interview is advisable when decisions of experts in specific fields are needed in choosing an applicant, for example. On the other hand, a [group interview](#) is for seeing how the applicants stand out or work in a group.

Prepare Interview Questions

These questions are based on the resume submitted by the candidate—more about his work experiences. Interview questions are also for assessing if the applicant has the qualities you seek to achieve productivity and efficiency in the workplace. Prepare questions that will give you insights according to the personality, attitude, and capability of the candidate to commit to your company. Always ask open-ended questions to maintain a good flow of conversation.

Review Job Descriptions and Other Job Information

It is essential to check the [job descriptions](#) in case there were any missed updates on the job postings during employee referral or recruitment. To avoid disappointments and misconceptions from a potential talent, inform him ahead of time of what his duties and responsibilities in the company are.

Create an Interview Guide

Since you already have a set of interview questions and a list of job descriptions, it will be easier for you to create an interview guide. An interview guide composes the structure of the whole interview. List your questions here according to topics, along with a checklist of the qualities you expect to get from the applicant during the meeting. Also, include the additional job descriptions you wish to inform the interviewee. An interview guide makes you conduct a smooth flow of assessment process and assures you don't miss a single important detail from your potential talent.

Start the Interview

Now that you're all set, it's time to expand your [HR manager skills](#) by taking on each step in conducting a job interview.

Start Slow and Personal

Before you start asking your questions, it's recommended to set the right mood. Offer a glass of water; make small talk about the weather; ask if there's anything they need. Doing any of those things can help make an applicant more comfortable and engaging throughout the interview.

Give Introductions

Introduce yourself and your position as well as the panel's if applicable. Give the interviewee insights about the company and the job opening. A promising job post drives an applicant to do his best in the interview.

Explain the Interview Process

It is essential for the applicant to know the interview process for him to adjust his schedule ahead of time. Inform the interviewee how many interviews will be conducted that day. Although the applicant may be already aware if there are exams too, it is advisable to remind him nonetheless.

Dig Deeper Through Questions and Follow Up Questions

Once you've set the right mood for the interview, proceed with your prepared questions. Remember that anytime the applicant provides a vague or bland answer, you are within your right to ask for clarification or follow up questions.

Listen Carefully

Listening carefully to what the interviewee says will make you determine whether he has sincere intentions or not. Through active listening, you will wisely know where the conversation is going. People sometimes relay messages indirectly too. Active listening makes you control the conversation by knowing how to respond to your applicant the right way.

Establish a Rapport

When you see great potential in a candidate, entice him about the company. Share your experiences and good insights about the enterprise. Through sharing your personal perception on top of the friendly smile and eye contact, you establish rapport.

Close the Interview

Below are the final steps you take in assessing an applicant and wrapping up the interview successfully.

Let the Candidate Ask Questions

Letting the candidate ask questions is beneficial for both of you. You will know how seriously invested he is in the position. At the same time, you get to answer his puzzlement and show that you care as an employer.

Let Candidate Know What Happens Next

When he ticks the majority of the boxes on your interview guide checklist, it is right and just to inform him of his next big step. Let him know if he should expect a call for a second interview. But if there's no second interview needed, move fast. As stated by INC, exceptional talent is rare. And, you lessen the risk of a stressful waiting period by [hiring his outstanding candidate](#) on the day of the interview or in less than two days. When you decide to hire the employee on the spot, let him know the estimated dates you plan to onboard him.

End Interview With Formal Note

Wrap up the interview with enthusiasm. Shake hands. Warmly thank the interviewee, and keep the communication line open to give a good impression. Don't forget that showing good manager skills throughout this process reflects how the company handles [employee relations](#). And one last thing, [reject candidates politely](#) who didn't make the cut.

A job interview is your first face-to-face interaction with one of your company's most valuable assets in the future. With how advanced a millennial thinks nowadays, he becomes harder to please and more difficult to catch. Good ambiance, healthy employee relations, attractive perks and benefits, and an overall comfortable impression entice an outstanding candidate to work for you. And with proper planning, these can all be laid on the table during a [successful employee selection process](#).