The interviewer should do the following:

1. Prepare for the interviews by using the [Interview Guide](http://tfsfinance.tamu.edu/modules/finance/HR/docs/2012%20Documents/Interview%20Guide.docx) form and [Sample Interview Questions](http://agrilifeas.tamu.edu/files/2013/04/sampleinterviewquestions.pdf). Provide copies to interview panel members in advance so that they are prepared.
2. Arrange for an appropriate interviewing environment that is free from interruptions and that is comfortable and encourages two way communications. This includes having interview panel members mute their cell phones and holding any incoming calls.
3. Greet the candidates and make them feel welcome. Although light conversation is good, avoid inappropriate topics such as family issues or items that could be considered unlawful.

1. Explain the purpose of the interview to the applicant and set the agenda.
2. Gather measurable, predictive information based on the essential duties of the job. Stick to your list of prepared questions but be prepared to probe further as needed for clarification.

*The key to controlling the interview is careful listening combined with good questions.*

*Interviewers need to both encourage and guide the applicant in sharing facts. A common error of ineffective interviewers is to concentrate exclusively on the questions they intended to ask and not hear what the applicant is saying. Interviewers ideally should not talk more than 25 percent of the time. Their job is to listen and evaluate.*

1. Take notes regarding the applicant responses.

*Taking notes helps ensure accuracy and often reassures applicants that the interviewer is interested in them as individuals. Prior to beginning the interview, the interviewer should explain to the applicants that notes will be taken and why. Notes should be job-related and should not contain discriminatory information (e.g., comments on age, sex, race, color, religion, national origin, ancestry, disability, or arrest and court records unless based on bona fide occupational qualifications).*

1. Describe the job and organization to the applicant.

*A detailed description of specific job duties should be saved until after the applicant has been interviewed. Describing the job earlier in the process may inadvertently coach applicants on how they should answer questions. When describing the job, the interviewer should provide sufficient positive and negative facts about the position, department, and promotional opportunities etc., to enable the applicant to make an intelligent decision about the job. However, the interviewer should avoid comments that might be interpreted as a promise of employment.*

1. Give the applicant a chance to ask questions about the job and performance expectations.
2. Close the interview.

*Inform the applicants what to anticipate as the next step. For example: I still have several more interviews to conduct, which I anticipate completing next week. I will probably make a recommendation by the end of the following week. Refer the applicant to Great Jobs to check on the status of their interview.*