

Hiring and Interviewing Best Practices and Tips

Our mission and values should stand behind everything we do, including our process when looking for new additions to our Hope community. Therefore, our interviewing and selection process should be based on principles of respect for diversity, ethical decision-making, equal treatment for all and procedural fairness. Just as a candidate will leave a first impression on us, we too will leave a first impression on them. Remember, a candidate is also interviewing us and deciding if Hope is a place they want to be a part of. Let's be fair, courteous and respectful in all stages of the process!

Please consider these tips while selecting and interviewing candidates here at Hope.

Do

- Address and be aware of your own biases
- Participate in implicit bias training prior to selecting and interviewing candidates
- Interview an internal candidate in the same format as the external candidate(s)
- Understand Skype can be a disadvantage for a candidate
- Use a set of prepared questions to ask all candidates and ask in the same manner
- Give the candidate time to ask questions
- Interview with at least 2 people
- If you will be taking notes, inform them and make sure you still make eye contact
- Be honest and diplomatic if you find yourself on the receiving end of a difficult question
- Let the candidate know a timeline for the hiring process and desired start date
- Understand that most people get nervous in interviews
- Follow up with a candidate on any unanswered questions or information they requested
- Contact references before making a job offer!

Do NOT

- Download photos of the candidates
- Ask about a spouse, family, family planning, retirement, kids, the candidates age, or church they attend
- Have just one person in an interview
- Make promises for situations you are not able to follow through with (*timelines, jobs for spouses/partners, etc.*)
- Mislead a candidate-if they ask a question you are unsure how to answer, let them know you will get back to them with an answer