Interview guide for technical/administrative positions

The first part of this guide provides useful tips to help you before, during and after the interview. On the following pages, you will find suggestions for the structure of the interview and questions for the candidate. The guide is for inspiration and may be used to prepare for the job interview and during the interview itself.

**Establish the right framework for the job interview**Create a comfortable space for the job interview before the candidate arrives. If possible, the interview should not take place in the same location where the unit works on a daily basis. It is also important to ensure that one candidate does not meet another at the door.

Allow about 45 minutes for each job interview and at least 15 minutes between them, to enable the appointment committee to sum up briefly between interviews.

**Break the ice**Make sure that the candidate feels comfortable. Be welcoming and preferably begin with some small talk.

**Be ready for the interview**
Have relevant documents ready (the candidate’s application and CV, etc.). Ensure that the candidate can be offered a glass of water or a cup of coffee/tea during the interview. Turn off your phone. Remember that you and your surroundings represent the university and your unit.

Briefly explain the interview process – what you want to talk about, and what you expect the candidate to touch on. Be careful not to spend too much time talking about the unit and its activities. This takes the focus away from examining the candidate’s qualifications for the position. Allow time for questions from the candidate.

**Structure the interview**It is important to prepare well before the interview (including the questions you need answered), to ensure that you cover all relevant information about the candidate. Therefore, it may be a good idea to structure the interview in advance. Prepare yourselves in the appointment committee, decide which questions you want to ask and assign responsibilities and roles in relation to who says what.

 **One or more interviews?**It may be useful to carry out two rounds of interviews. Even after thorough preparation, it is difficult to make a confident choice on the basis of one interview. The second interview allows you to confirm or correct the impression left by the candidate at the first interview. You could use a personality test and/or a take-home assignment between the first and second interview.

**Don’t just hire yourself – remember to consider alternative candidate profiles**
We often have a tendency to hire people who resemble ourselves – same age, similar background, same type of education etc. But this is not necessarily a good idea.

There is no simple connection between diversity and quality in the overall task performance of a team. However, many types of tasks in an organisation are complex and require many different types of people, who constantly challenge and develop each other through dialogue and exchange of views.

Therefore, it may be a good idea to have employees with different skills, personality types and ways of thinking.  So, consider alternative candidate profiles and the qualities they can bring to the team when you hire new employees.

**Obtaining references**

References should be obtained as part of the efforts to employ the best qualified person for the position. Obtaining references requires the consent of the candidate. [See guidelines for obtaining references](https://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hr/Rekruttering/Rekruttering/Obtaining_References.pdf).

| **Name of candidate:** |
| --- |
| **Questions** | **Person responsible** | **Notes from the interview** |
| 1. **Welcome and introduction**Presentation of the appointment committee, the interview process, and who has which roles.
 |  |  |
| 1. **Presentation of the position (brief)**Workplace, organisation chart, office, tasks, the job, work duties and colleagues.
 |  |  |
| 1. **The applicant’s reasons for applying for the position**
* What motivated you to apply for the position?
* Which tasks in the job advertisement do you have a lot of experience with, and which tasks do you have less experience with?
* What are your particular expectations of the position?
* Ask questions about the candidate’s CV and any gaps.
 |  |  |
| 1. **Qualifications**
* Describe your experience of ….
* Describe a specific situation/task, where you used your qualifications.
* What exactly did you do in the situation/to solve the task?
* What was the result?
* What did you learn?
 |  |  |
| **4.1 Any case study/take-home assignment**If you have chosen to use a case study or a take-home assignment, it can be included at this point in the interview. |  |  |
| 1. **Other**
* How would a current/former colleague describe you?
* What is important to you when working with others?
* What characterises good leadership in your opinion?
* What is your experience of giving and receiving constructive feedback?
 |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **Future**
* What personal and professional challenges do you expect from the job?
* What is important in order for you to thrive at work?
* What motivates you?
* How would you like to develop in the coming years?
 |  |  |
| 1. **Other factors**
* What are your interests outside work?
* What is important for your work-life balance?
 |  |  |
| 1. **Questions from the candidate**
* Do you have any questions for us?
 |  |  |
| 1. **Salary and employment conditions (if relevant at this point)**
* In terms of salary, what are your expectations? (Remember that this is **not** a salary negotiation, but a question about expectations).
* Any planned holiday/absence that we need to know about?
 |  |  |
| 1. **Conclusion**
* Who can we contact regarding references?
* The next steps, including e.g.
	+ how many people have been invited to a job interview
	+ (if relevant) information about when the next job interview will be held
	+ whether the candidate is to take a personality test
	+ when the candidate can expect to receive a response.
 |  |  |