



EXPERT INTERVIEWING TIPS

The most effective interviews are more than a good conversation.

Potential Questions

Avoid “yes-no” questions. Ask open-ended inquiries such as:

- What do you consider your greatest professional accomplishment?
- When was the last time you broke the rules to serve a customer?
- Have you ever used humor to diffuse a tense situation? When? How?
- Describe a specific example of a challenge you overcame in your last position.
- If you could wind the clock back, what would you do differently in your last (or another) position?
- Describe a situation in which you were pressured to compromise your integrity. What did you do in this situation?
- When was the last time that you tried something new? When did you last volunteer to assume additional responsibility?
- Was there ever a time when you went beyond the call of duty to assist a co-worker without claiming credit? When Why?
- What have you learned in the last three weeks that could add new value to your organization?

Common Mistakes

Following a standard set of questions will help you avoid these common mistakes:

- Overselling your company, its benefits, the hiring manager, or the position. If you are doing more than 50 percent of the talking, you may be guilty of this offense.
- Asking hypothetical questions that reveal little about the candidate. Avoid questions such as “Where do you see yourself in five years?” A better question might be this: “What are you hoping to accomplish in your next position?”
- Frequent interruptions during the interview. Taking phone calls, answering email or speaking with other visitors sends the message that the job candidate is just not very important to the interviewer.

AccruePartners hopes these guidelines assist you as you conduct highly effective interviews. Should you seek a partner in that process, we would be happy to help you. To tap into our talent, please contact AccruePartners.