

CONDUCTING A TEAM INTERVIEW

Team interviews have become a best practice for successful organizations because they speed up the decision making process, decrease bias, are more objective, train inexperienced interviewers, and show candidates how you interact.

Tips to a successful team interview:

- Identify who should be part of the team interview and the role of each participant-facilitator or general member. Remember to create a diverse team from different departments with different experiences, technical skills, age, gender, personalities, etc.
- Identify a room for the interview and set it up as informally as possible. Make the room a welcoming environment that will put candidates at ease.
- A team interview should be comprised of 3-5 participants.

1. The facilitator role:

- Will be trained and experienced in interviewing and will act as host as well as facilitator.
- Prior to the interview, distribute candidate resume, job descriptions, key skills and experience, 5-6 success criteria, and interview scorecards.
- Assign specific topical, technical questions to team members with appropriate knowledge.
- Review roles of each member prior to interview.
- Welcome candidate, provide introductions, and give overview of position and the company story.
- Manage the time during the interview, including interviewers taking too much time.
- Invite questions from candidate
- Close Interview with timing and next steps
- Debrief with team to review notes and individual scorecards

2. General members' role:

- Study materials prior to interview
- Provide support to facilitator, by digging deeper into questions
- Ask assigned questions
- Take notes
- Actively listen
- Act as fact finders, uncovering more of the detail from a general question that is asked by another team member



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