

CONDUCTING A SUCCESSFUL INTERVIEW GENERAL RECOMMENDATIONS

The success of the interview depends on how well and how quickly you can create a pleasant understanding with the contestant.

DETERMINING ENVIRONMENT

Manner, attitude, and tone of voice are important in creating the proper interviewing climate. In the short time available, establish a pleasant, relaxed atmosphere in which the contestant is assured of your sincere interest and attention. Encourage the contestant to talk about himself/herself.

- Ensure privacy without interruptions - closed door, etc.
- Maintain an attitude of pleasant receptiveness, quiet confidence, and intelligent objectivity.
- Establish rapport and put candidate at ease.

MANAGING INTERVIEW

The judges are in charge of the interview process. Control, direct, and guide the interview. Set a steady pace and ask the questions according to the structured interview format.

- Keep initiative but be responsive.
- Cover all of the topics and devote enough time to each part.
- Conduct the interview so the contestant plays the dominant role and the interviewer is the stage manager.
- Steer the conversation without intruding on it--refrain from expressing your personal opinion or values--be objective.
- Encourage contestant to talk openly and freely.
- Pace questions so that contestant can give adequate replies without dwelling on irrelevant information.
- Indicate when the interview is coming to a conclusion.

LISTENING INTELLIGENTLY

- Concentrate on what the contestant is saying.
- Allow contestant to complete remarks without interruption or second-guessing.
- Listen attentively.
- Show interest.
- Give contestants the time they need to think of examples and answer the questions.

COMING TO THE CONCLUSION

Empathy, fairness, and good judgment are working tools for a good interview.

- Bring interview to an end gracefully and naturally without rushing to a close.

SILENT GAPS

- Summarize points made by the contestant and lead into the next question.
- Keep asking for specific examples.
- Give encouragement by rephrasing question.