

## INTERVIEWING

The interviewing process is a powerful tool in helping you find the candidate that will best fill the vacancy in your department.

- Create a selection committee of two to three people.
  
- Shortlist the candidates you are interested in interviewing, for more information please see:
  - **What to Look for in Resumes**
  
- For BCGEU positions, see:
  - **Recruiting BCGEU Employees**
  
- Develop your questions, which should be behavioural-based questions, so that you can gather the best information possible. Call an HR Associate if you need help developing your questions or see:
  - **Behavioural Based Interview Questions**

A questions template is provided:

- **Questions Template**
  
- Develop your selection criteria, and assign a weight to each question to ensure that the process is objective. Review the posting to ensure you ask questions about relevant skills and abilities. Decide what is most important and weigh questions accordingly.
  
- Test the questions on a member of the department or the selection committee to ensure they are relevant, easily understood and answerable.
  
  
- Prior to the interview all committee members should review or be familiar with:
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  - UBC Okanagan Staff Recruitment Guide
  - Human Rights and Equity Services
  - 
  - **Human Rights**
  - 
  - **Human Rights – The Protected Grounds**
  - 
  - **What May I Ask?**
  
  - **UBC Employment Equity Policy**  
<http://universitycounsel.ubc.ca/files/2010/09/policy2.pdf>
  
  - **UBC Policy on Discrimination and Harassment**  
<http://universitycounsel.ubc.ca/files/2010/09/policy3.pdf>

- Call the candidate to set up the interview. Interviews are stressful enough for candidates without being faced with surprises. Prepare the candidate. Let them know if you plan to have a panel interview so they are not caught off-guard, and inform them ahead of time if there is any testing that will take place. Interviews should usually last approximately one hour, and testing should not exceed 45 minutes. Also, explain where they should park.
- Prepare files for the selection committee and union representative (if required). Files should include:
  - **Interview Schedule**
  - Copy of Posting
  - Resumes
  - Interview Questions for each candidate
  - **Reference Check Authorization Form** (*Chair only*)
  - **Interview Score Summary Sheet** (*Chair only*)
  - **BCGEU 707 Instructions and Observer Form** (*Union Observer Only*)

- For additional information see the following documents at:

**Conducting the Interview**  
**Guide to Effective Questioning**  
**Interview Rating Scale**

- **Ensure that the candidate provides three references with contact information and have them sign the Reference Check Authorization Form (see link above).**