



Interview Guide

The goal is to:

- get a first impression of the applicant
- give us an opportunity to promote and position ourselves to applicant
- give the applicant an opportunity to ask questions about the position and about us
- provide an opportunity to assess the applicant's background with a view to identify Strengths and weaknesses
- give us an opportunity to assess how the applicant professionally and personally will fit into position and the work he shall enter in.

Five basic rules:

1. Meet prepared. Read the applicant's papers well. Agree on what questions you want to ask, make a schedule and follow it. Agree who is responsible for the interview and what is expected of the individual in the advisory group.
2. Leave your opinions on the applicant "at home" when you go to the interview
3. Let the applicants answer the questions
4. Be interested, observe the applicant and allow the applicant to talk the most. Avoid the "revolver interview" – style
5. If a question pops up – ask it

How to conduct an interview?

1. Introduction - tell about the job and the workplace
2. Job content and candidate preparation
3. Personal suitability
4. Conclusion - Further process

Example:

Introduction

- Welcome the candidate.
 - Introduce those who will be involved in the interview and explain their roles
 - Brief introduction of NTNU, the faculty, the department and the position.
 - If the applicant is unfamiliar with NTNU and faculty – present it shortly.
 - Present the department
 - Bring and show the organization chart/overview
- Go card through the main features of the position.
- Does the applicant have any questions?

Ice-breaker

- Let the applicant be begin to present themselves, education and experience.
 - Give the applicant the opportunity to be relaxed before starting to ask questions.

Check the applicant's qualifications:

- Formal education background - background for choice of education
- Academic questions
 - Uncover the candidate's expertise on key topics. Note: especially important when interviewing candidates for PhD/ Post-Doctoral position
 - Present a case to illuminate working methods
- Ask the applicant about the jobs he/she have had. Why did they start and why did they leave in the previous jobs?
- Find out if the applicant has the necessary experience. Ask "technical questions".
 - Note whether the applicant could easily explain their expertise
 - Does the applicant give practical examples or is she/he trying to "talk themselves out of it"?
- Allow the applicant to explain any "holes" in her/his career.
 - Note whether there is a clear line of career choice or if it seems sporadic and random why things were as they were
 - Does the candidate criticize former employers?
- "When you sum up your experience, what do you think is the most important to use in this particular position"?

Check the applicant's motivation:

- Why are you applying for this particular job?
- Based on how we presented the tasks earlier - are you more or less motivated for this job? - Why?
 - Does the applicant give clear indications of being really interested in the job?
- "Why are you looking for a new job/new employer?"
- "There are several applicants for this position. Give us a reason why we should choose exactly you."

Check the applicant's aspirations for the future, views on leadership and collaboration

- "What career goals do you have? Can you see yourself in five years, for example, what do you think you're doing then?"
 - Are the applicant's goals and ambitions suitable for this post and its content and development?
- "What is good leadership for you?"
- "How would you handle a conflict between two colleagues in your workplace?"
- "How do you prefer to work - alone or with others?"
- "What role do you take in a new working group (of mostly strangers)?"

Check the applicant's results:

- "Tell me about a project you have been responsible for / participated in that you feel that you've

succeeded.”

- Note whether the applicant is willing to talk about past results
- “What did you achieved good results then?”
 - Is the applicant able to pinpoint specific past performance
 - Can the applicant clearly convey what he actually did practical to succeed?
- “What do you think is otherwise generally may be important to achieve results?”
- “Who did you report to?”
- Can she/he confirm the information you have now provided?

Check the applicant's personality and interests:

- “Tell me about yourself as a person”
 - Strengths and weaknesses
 - Mood
 - Temperament
 - What makes you happy?
 - What makes you angry?
- “How do you think a former supervisor would describe you?”
- “How do you think a former colleague would describe you?”
- “How do you think a friend would describe you?”
- “Describe for us a work environment that motivates/stimulates you”
- How is your working day when performing the most?”
- “Do you have anything special that you "burn" for?” “Something you enjoy doing in your spare time or a particular issue that concerns you?”
 - Observe:
 - Did the applicant speak “too much”?
 - Did the applicant understand your questions and was she/he specifically in her/his response?
 - Did the applicant show involvement and did she/he ask any questions?
 - Did you achieve a good and natural eye contact with the applicant?
 - Did she/he seem shy?
 - Did the applicant speak about problems and did she/he propose solutions for them?

Final question:

- “What wage expectations do you have?”
 - “What was the salary in the previous post?”
- “Is there anything you think we should have asked you about?”
- Does the applicant have any questions?
- “Thank you for your time and you'll hear from us again.”

The advisory group should take a brief recap right after the interview with each candidate.