

This document provides an overview of the interview process.

Introduction

- Introduce yourself and establish a connection
- Offer water or coffee to candidate. Provide a notepad and pens to candidate.
- Introduce interview panel members (name and title).
- Provide a brief overview of the position.
- Explain that questions will be asked by panel members and that notes will be taken.
- Encourage candidate to take notes or to ask for questions to be repeated, if necessary.
- Tell candidate how long the interview is expected to take.
- Ask if there are any questions before proceeding.

During the Interview

- Only employer representatives on the panel should ask questions during the interview.
- Always be aware of the competency being assessed by each question.
- Give the candidate time to think and respond to a question. There may be a need to repeat a question if, for example, a candidate is confused by a line of questioning, hung up on a certain question, or requires redirection of thought.
- Provide prompts or rephrase the question, if required. Ensure that prompting:
 - Allows a candidate to understand the question being asked.
 - Does not provide leading questions or provide answers to a candidate.
 - Is applied consistently between candidates if they struggle with the same question.
 - Is limited. The need for too many prompts may show they do not meet expectations.
 - Is recorded in the margins of their interview guide as a reminder during evaluation.
- Use probing questions (beyond the interview guide questions) to find out more details about the candidate's answer, or to try and clarify what a candidate has said.
- Clearly document candidate responses to each question. Take verbatim notes as much as possible to gain full context of situations and to assist your recall during evaluation.
- Time permitting, ask the applicant if they wish to revisit any question.

Immediately Following the Interview

- Go through the *Interview Wrap-up Checklist* with the candidate.
- Collect the SGEU panel rep's envelope containing completed interview guides and all other panel rep documents, after they seal it and write the competition details on it.
- *When references are complete and an offer has been made and accepted*, forward the SGEU envelope to:

PS/GE Panel Rep Coordinator, SGEU
1011 Devonshire Drive North
Regina, SK S4X 2X4

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Interview Wrap-Up Checklist

Provide Information to the Candidate About:

- Working conditions or other pertinent information (e.g. shiftwork, extensive travel, etc.).
- Salary range, explaining that typically out-of-service candidates start at minimum of the range. Ask about initial salary expectations of out-of-service candidates.
- Next steps, approximately when you will make a decision, and that they will be advised, one way or the other.
- Anticipated start date for the position.

Confirm References with the Candidate:

- Obtain/confirm references. If candidate does not have complete information, ask them to send you full details, but obtain at least the names in the meantime.
- Review each referee provided and compare against resume, to determine appropriateness, by asking the candidate and taking notes about:
 - Relationship to candidate - Direct supervisors who have observed past behavior and performance and are in best position to provide references.
 - Currency/timeframe - Typically, the more recent and more long-standing, the more predictive of ongoing behaviour. References from years ago may not be as relevant.
 - Relevance (context) – look for referees who observed behaviours and demonstration of competencies in positions/context most similar to position being staffed.
- If not listed, ask candidate for the name of their current supervisor, or other more applicable ones, if required.
- If candidate is unwilling to provide the current supervisor as a referee, explain the importance of that reference, and offer to call the candidate ahead of time to alert them to your intention of contacting their direct supervisor, if required.
- Advise candidate that you may check with others not on their list (“global” references).

Criminal Record Check Information Confirmation:

- Inform the candidate of the Criminal Record Check (CRC) Policy and that if they require a CRC, the CRC Coordinator’s Office will contact candidate directly (likely by email) to explain the requirements and process.
- Confirm contact information – phone number, email address and access to internet.

Closing Remarks:

- Give the candidate an opportunity to ask questions.
- Thank the candidate and provide contact information in case of further questions.
- Lead the candidate to the door and/or escort them to the exit.