

Raising Your Interviewing IQ

Executive Summary

Effective interviewing processes lead to the hiring of talent best suited to the organization and the needs of specific positions. This paper describes the semi-structured interviewing process and explains its many benefits. Both tools and techniques pertinent to implementing a successful semi-structured interviewing process are discussed.

The topics covered in this paper include the following:

- The importance of the interviewing process
- Why use a semi-structured interviewing process?
- What does a semi-structured interview contain?
- How is a semi-structured interview conducted?
- Summary conclusions

The Importance of the Interviewing Process

Successful organizations rely on interviewing as a key method for hiring the best talent. The best interviewers quickly delve to the heart of why a candidate wants to work in the organization as well as the fitness of the candidate for a particular position. Effective interviewers navigate the mine field of what the candidate wants them to hear, biases introduced by their own subjectivity, tight time constraints, and everyday work distractions to arrive at an accurate evaluation of the candidate's potential for success and failure. Such interviewers have a high interviewing IQ!

Effective interviewing is driven by the interviewer's skills, but it also follows on the development of a purposeful interviewing process that includes sound execution. This white paper discusses several different types of interviews, as well as the many facets of sound interview development and implementation. It outlines various degrees of structure the interviewing process can take, the methods used to create an effective interview and essential considerations for conducting a successful interview before, during and after the actual interview. By understanding the elements of successful interview design and execution, interviewers can raise their interviewing IQ and ultimately help the organization hire the best talent.