

4500 - HR Recruiting & Selection

4502 - Candidate Interviewing

Competency composed of behaviors that indicated an ability to interview candidates to assess for selection, promotion, or development.

Behaviors

- ▶ Understands legal requirements associated with recruiting and selection, and questions that should not be asked as well as comments that should not be made
- ▶ Understands and utilizes professional interviewing techniques with proven validity such as structured behavioral interviewing
- ▶ Carefully prepares for candidate interviews through familiarization with job and identification or use of job related questions.
- ▶ As practical, arranges for efficient and effective use of multiple interviewers to best glean and confirm critical technical and non-technical qualifications
- ▶ Integrates other available sources of information (e.g. applications, references, testing, etc.) with interviews to avoid redundancy and use each approach to the best advantage
- ▶ Evaluates interview responses against reasonable, pre-developed rating criteria in order to increase predictive validity and consistency of candidate evaluation
- ▶ Understands and works to avoid common interview problems, such as lack of full job analysis, rater error, unnecessary overlap of questions with other selection steps or interviewers, responding to pressure from others, etc.