

## Human Resources

### Interview Process

A successful interview can create a two-way conversation to find the best qualified applicant for a specific job, provide accurate and appropriate information to the applicant about the job and the working conditions, and reinforce a positive image of the Institution. To help you through the interview process, review the following. Your Employment Services Specialist can also assist you.

#### [Legal Considerations](#)

Legal information a manager must be aware of when interviewing a candidate.

#### [Preparing for the Interview](#)

Learn more about reviewing job needs and applications, identifying interviewers and setting, and preparing the setting.

#### [Opening the Interview](#)

Suggestions on how to set the tone of the interview.

#### [Continuing the Interview](#)

Once you have started the interview, learn how to ask the questions to learn the most about your potential employee.

#### [Closing the Interview](#)

Tips on what to do when closing an interview.

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