Human Resources

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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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