

## Human Resources: Closing the Interview

Insure that you and the candidate have concluded on common ground:

- Ask if s/he has any other questions.
- Summarize what has been discussed.
- Review the next steps with a clear and honest timetable (and stick to it).

Be friendly and honest to the end of the interview; don't give false encouragement or go into details for rejection.

**Do not make a job offer or any commitment without prior approval from the Human Resources Office.**

Thank the applicant for his/her interest.

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