Plans for Successful Interview

Goal: A successful interview plan to find the right candidate (***remember they HAVE to be older than you***)

****** Please type each section in the boxes provided below *****

Planning for your interview is the most important step of the interview process. Some important things to think about could be:

1. Timing: plan for at least 45 minutes per interview.
2. Read ALL questions prior to interview to be sure you prepared for your interview.
3. Have note-taking materials available; do not rely on memory alone to track responses.
4. Have your list of questions nearby. All candidates should be asked the same set of questions.

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5. Know the order in which you will proceed with questions.

6. Allow candidates time to make their point and, if necessary ask follow-up questions so they can elaborate on their initial answers.

7. Make a record of the answers provided by each candidate

NOW LETS BEGIN OUR INTERVIEWS FOR OUR FAMILY PROJECT♥♥

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