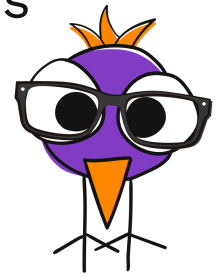Tips for Conducting Effective Interviews

For Hiring Managers

(Remote & In-Person)

Set Clear Expectations

- Clearly explain the interview format at the start, whether it's behavioral questions, technical assessments, or case studies.
- Be transparent about the timeline, the steps in the hiring process, and who will be involved.

Engage Candidates in the Conversation

- Ask open-ended questions to encourage candidates to share detailed responses.
- Give candidates time to speak—avoid interrupting, and listen actively to what they're saying.

Be Transparent About the Role and Company

- Share insights into the challenges the company is facing and the key objectives for the role.
- Highlight the company culture and what it means for employees.

Remote Interview Best Practices

- Ensure your tech is functioning—check video, audio, and connection prior to the interview.
- Create a welcoming environment by starting the interview with light, casual conversation to help put the candidate at ease, especially in a virtual setting.

Evaluate Soft Skills and Cultural Fit

- In addition to assessing hard skills, gauge whether the candidate's values align with your company culture. Look for signs of adaptability, collaboration, and problem-solving.

Provide Clear Next Steps

- At the end of the interview, give candidates a clear idea of the next steps in the process. Whether it's a follow-up interview, a technical test, or a decision timeline, be transparent about the path ahead.

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