**How to Conduct an Interview**

Conducting an interview seems easier than it is, and that's the problem. Many individuals think they know how to conduct an interview and don't realize that the process must be well-planned.

Knowing how to conduct an interview also means knowing how to prepare for the meeting. Here's a checklist of things interviewers should do before conducting an interview:

“How to Conduct a Job Interview.” *Ethical Issues in Accounting | Robert Half*, Robert Half, 23 May 2018, www.roberthalf.com/blog/evaluating-job-candidates/how-to-conduct-a-job-interview.

**1. Review the job description**

Thoroughly familiarize yourself with the person’s job description. Do you know what the person you are interviewing does for a career?

**2. Review their work history**

Review everything you know about the person you are interviewing. It is important to know their work history, and make note of any gaps you may need to fill during the interview.

**3. Schedule it out**

Set up a general structure for the interview, and create a basic schedule for the interview so that, as the meeting progresses, you reserve enough time to cover all the key areas you want to address. Adhering to a schedule will help you begin and end the session on time; allowing you to be more efficient.

**4. Prepare key interview questions**

Write down the questions you intend to ask. Develop your questions from the areas of the interviewee’s background that deserve the most attention, based on the job description. It’s handy to have the list of questions during the interview. The questions should be appropriate. Here is an example of appropriate and inappropriate interview questions.

Appropriate:

How did you get interested in this career path?

Did you have to attend a form of higher educational training for this career?

What is the average pay scale for this type of career?

Is this line of work considered dangerous? What are the risks?

Inappropriate:

Why is this your job?

Did you go to college?

How much money do you make?

Have you ever shot anyone? Have you ever done anything crazy?

\*These are inappropriate questions because they are impolite and somewhat offensive.

You should choose questions that are acceptable and portray you as a professional.

**5. Meet in a comfortable setting**

Before conducting an interview, make arrangements to hold it in a room that's private and reasonably comfortable. Make sure to mute your phone so calls go to voicemail or are forwarded elsewhere. It is not acceptable or professional to answer texts and calls during an interview.