



## Quick Tips for Interviewing REAL Candidates

- Check with your organization's Human Resources office for their guidance. Be sure to follow all applicable laws and policies as well as Emory's Equal Opportunity and Discriminatory Harassment Policy.
- Determine your priorities in advance regarding student skills, experience, schedule availability and apply consistent screening considerations when reviewing resumes and interviewing candidates. Use the same rubric, same interview questions and same interview method (in-person, phone, Skype, on-site) for each candidate.
- Because students apply to and accept positions on a rolling basis through early fall, you may want to review applications and interview candidates on a rolling basis.
- Please expire your job posting on Handshake once you have an accepted offer. Otherwise, students will continue to apply to your position in vain.
- You do not have to interview all applicants, but please have a rationale for what criteria a student must meet to advance in the process.
- Past performance often predicts future success. Students may need on-the-job training in specific software or skills they have not learned yet in the curriculum. But, if there are behaviors or experiences that you feel they must demonstrate to be successful, be sure to ask about those, including examples. If your HR policy permits, you can ask for and check references, especially if you have finalists who are both highly qualified.