



# Mastering the Art of Interviewer Collaboration

Empowering HR Interviewers and Hiring  
Managers for Successful Talent Assessment

# Introductions



**Dr. Tim Calloway**  
Presenter



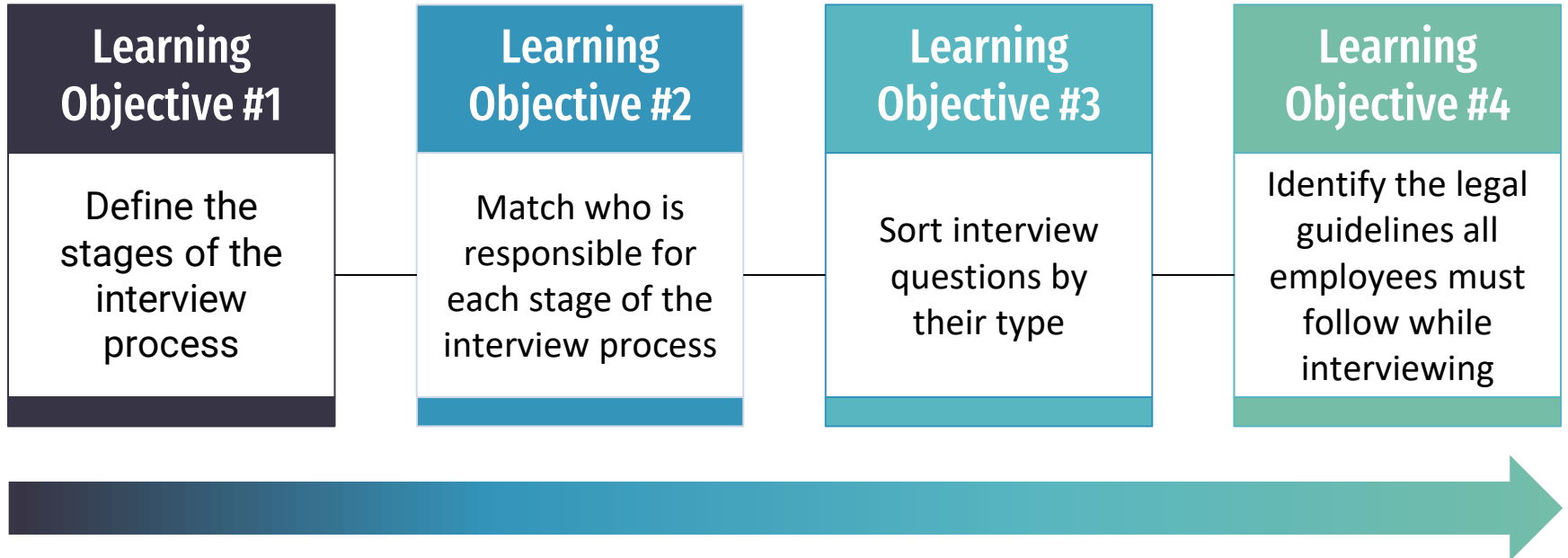
**Sandra Khan**  
Presenter



**Sari Kingston**  
Technical Producer

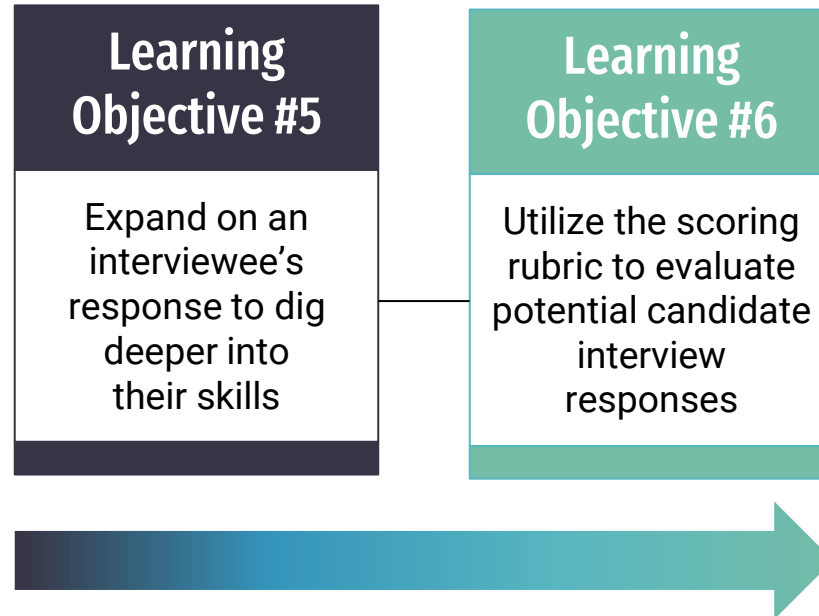
# Learning Objectives

*Prerequisite: Interactive eLearning Module*



# Learning Objectives

*By the end of this virtual course, you will be able to...*



# Training Agenda

1

Review of eLearning Course

2

Dig Deeper with Follow-up Questions

3

Attributes of a Quality Candidate

4

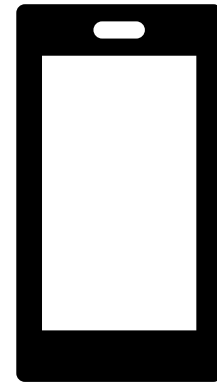
Utilizing the Scoring Rubric

5

Reflection of Pracitce



# Review Information from the eLearning Module



*Scan the QR Code with your phone and answer the questions.*

**#1**

Define the stages of the interview process

**#2**

Match who is responsible for each stage of the interview process

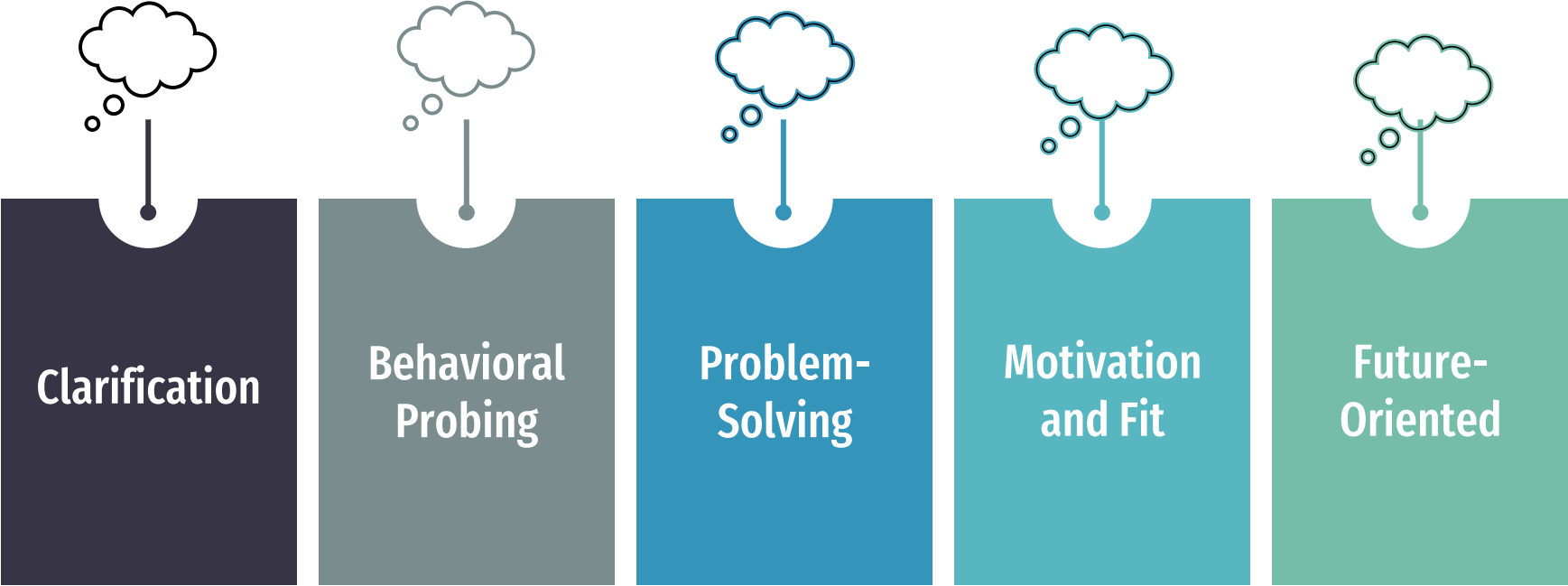
**#3**

Sort interview questions by their type

**#4**

Identify the legal guidelines employees must follow while interviewing

# Digging Deeper with Follow Up Questions



**#5** Expand on an interviewee's response to dig deeper into their skills

# Digging Deeper with Follow Up Questions



## Clarification

Clarify a candidate's previous responses or statements.

Ensure that the interviewer fully understands the candidate's background, experiences, or opinions.

*Example: "Could you provide more details about your role in that project? I'm interested in understanding your specific contributions."*

**#5**

Expand on an interviewee's response to dig deeper into their skills



# Digging Deeper with Follow Up Questions



## Behavioral Probing

Ask for specific examples of past behaviors or actions in certain situations.

Assess how a candidate handles challenges and demonstrates relevant skills.

*Example: "Can you describe a time when you had to manage a difficult team member? How did you address the situation?"*

#5

Expand on an interviewee's response to dig deeper into their skills

# Digging Deeper with Follow Up Questions



## Problem-Solving

Gauge a candidate's ability to think critically and solve complex problems.

Might involve hypothetical scenarios or real-world challenges related to the job role.

*Example: "How would you approach a situation where a project is falling behind schedule due to unforeseen technical issues?"*

#5

Expand on an interviewee's response to dig deeper into their skills

# Digging Deeper with Follow Up Questions



## Motivation and Fit

Focus on the candidate's alignment with the company culture, values, and job role.

Explore the candidate's motivations for applying to the position and how they see themselves fitting into the organization.

*Example: "What aspects of our company's mission resonate with you, and how do you envision contributing to our team?"*

#5

Expand on an interviewee's response to dig deeper into their skills

# Digging Deeper with Follow Up Questions



Future-  
Oriented

Explore a candidate's aspirations, goals, and potential contributions to the organization in the future.

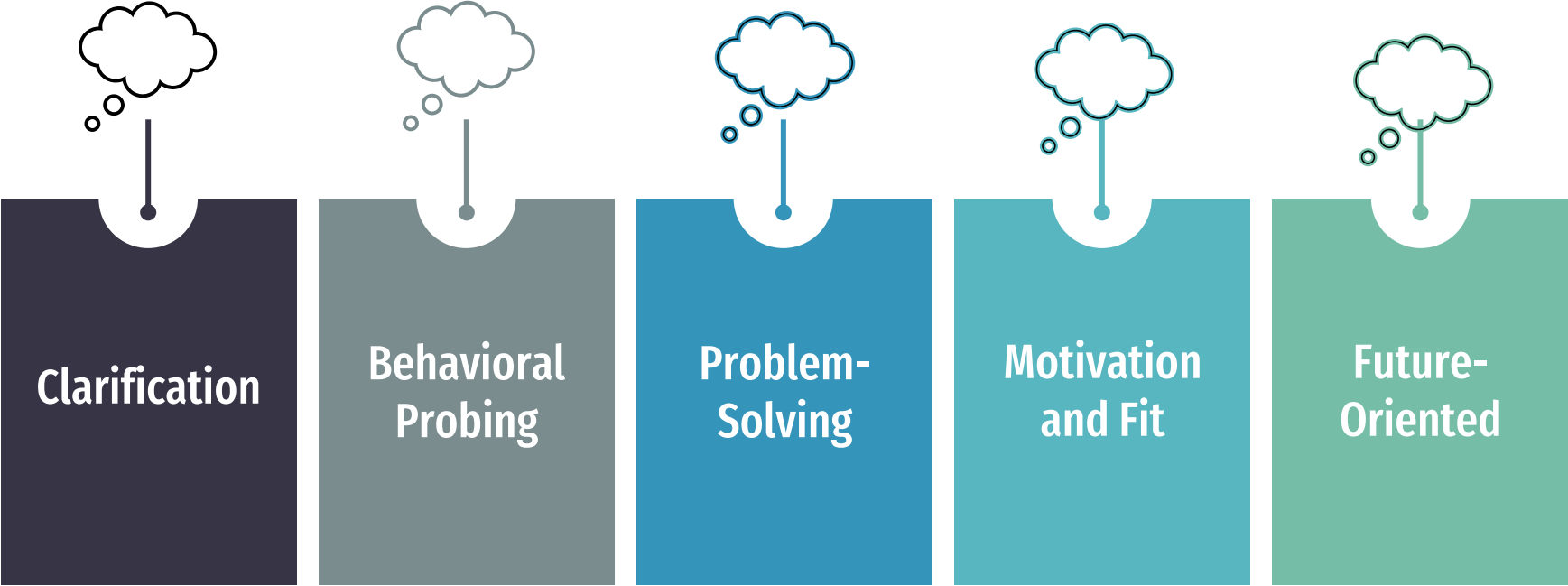
Gauge the candidate's long-term commitment and ambition.

*Example: "Where do you see yourself professionally in the next five years, and how does this role align with your career trajectory?"*

#5

Expand on an interviewee's response to dig deeper into their skills

# Digging Deeper with Follow Up Questions



**#5** Expand on an interviewee's response to dig deeper into their skills



# Breakout Room Practice

A

**Interviewer**

Ask a “get to know you” question.

Ask a minimum of THREE follow up questions.

B

**Candidate**

Answer honestly or make it up.

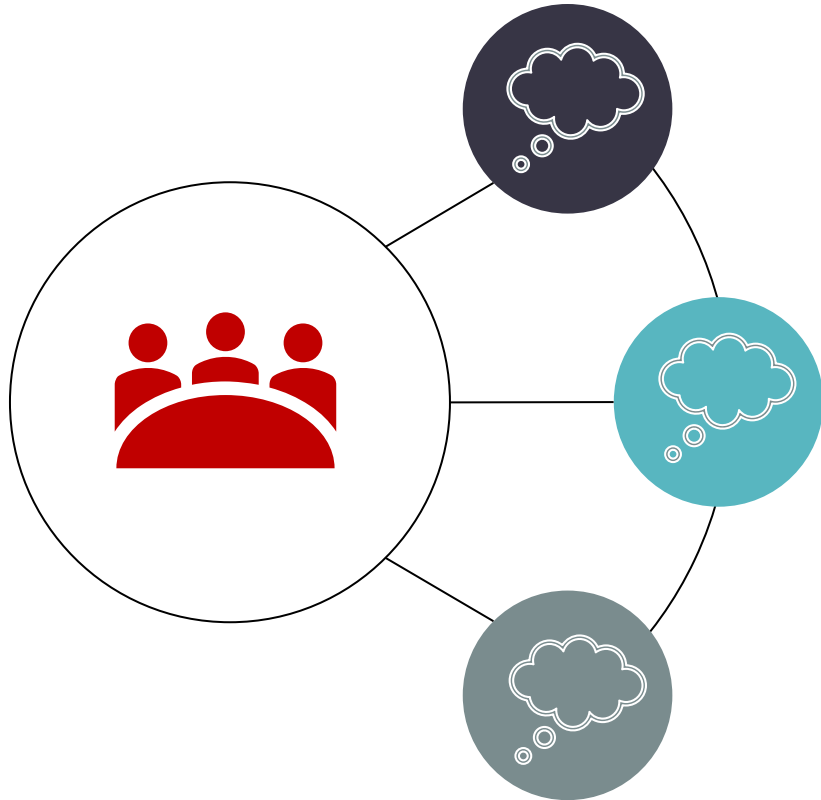
Answer honestly or make it up.

Don't forget to switch roles!



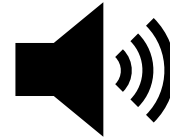
#5

Expand on an interviewee's response to dig deeper into their skills



## Share Out with the Group

Share out one follow up question you tried with your group/partner.

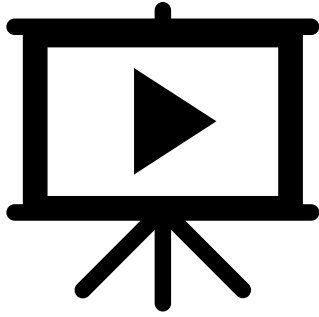


*Umute or type in the chat.*

**#5**

Expand on an interviewee's response to dig deeper into their skills

# Attributes of a Quality Candidate



*While watching the video, start brainstorming qualities of an ideal candidate.*





# Attributes of a Quality Candidate



*Scan the QR Code with your Phone and answer the questions.*



# Candidate Scoring Rubric

1

**Skills & Qualifications**



2

**Communication & Interpersonal Skills**



3

**Problem Solving & Critical Thinking**



4

**Cultural Fit & Adaptability**



5

**Enthusiasm & Future Potential**



**#6**

Utilize the scoring rubric to evaluate potential candidate interview responses

# Candidate Scoring Rubric

1

2

3

4

5

## Skills & Qualifications



### Skills and Qualifications (1-5 points):

- 1: Candidate lacks essential skills and qualifications for the role.
- 2: Candidate has some relevant skills, but significant gaps are evident.
- 3: Candidate possesses the required skills and qualifications for the role.
- 4: Candidate demonstrates strong skills and qualifications, exceeding requirements.
- 5: Candidate showcases exceptional skills and qualifications, bringing unique strengths.

#6

Utilize the scoring rubric to evaluate potential candidate interview responses

# Candidate Scoring Rubric

1

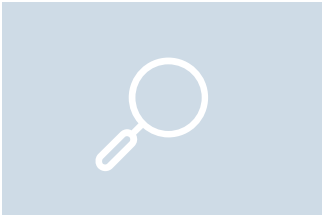
2

3

4

5

## Communication & Interpersonal Skills



### Communication and Interpersonal Skills (1-5 points):

- 1: Candidate struggles to communicate effectively and lacks interpersonal skills.
- 2: Candidate's communication is somewhat unclear, and interpersonal skills need improvement.
- 3: Candidate communicates clearly and interacts adequately with others.
- 4: Candidate demonstrates excellent communication and strong interpersonal skills.
- 5: Candidate excels in communication and fosters positive relationships effortlessly.

#6

Utilize the scoring rubric to evaluate potential candidate interview responses

# Candidate Scoring Rubric

1

2

3

4

5

## Problem Solving & Critical Thinking



### Problem-Solving and Critical Thinking (1-5 points):

- 1: Candidate struggles to think critically and solve problems effectively.
- 2: Candidate's problem-solving skills are limited and need development.
- 3: Candidate shows satisfactory problem-solving and critical thinking abilities.
- 4: Candidate demonstrates strong problem-solving skills and consistently thinks critically.
- 5: Candidate showcases exceptional problem-solving and innovative thinking skills.

#6

Utilize the scoring rubric to evaluate potential candidate interview responses

# Candidate Scoring Rubric

1

2

3

4

5

## Cultural Fit & Adaptability



### Cultural Fit and Adaptability (1-5 points):

- 1: Candidate does not align with company values and lacks adaptability.
- 2: Candidate's cultural fit is questionable, and adaptability needs improvement.
- 3: Candidate fits reasonably well with company culture and shows adaptability.
- 4: Candidate aligns well with company culture and demonstrates adaptability.
- 5: Candidate seamlessly integrates with company culture and adapts effectively.

#6

Utilize the scoring rubric to evaluate potential candidate interview responses

# Candidate Scoring Rubric

1

2

3

4

5

## Enthusiasm & Future Potential



### Enthusiasm and Future Potential (1-5 points):

- 1: Candidate lacks enthusiasm and displays minimal future potential.
- 2: Candidate's enthusiasm is limited, and future potential is uncertain.
- 3: Candidate exhibits enthusiasm and demonstrates reasonable future potential.
- 4: Candidate's enthusiasm is evident, and future potential is promising.
- 5: Candidate radiates enthusiasm and possesses exceptional future potential.

#6

Utilize the scoring rubric to evaluate potential candidate interview responses



# Breakout Room Practice

A

**Interviewer**

Ask a STAR question to B.

Ask a minimum of ONE follow up questions.

B

**Candidate**

Answer honestly or make it up.

Answer honestly or make it up.

C

**Evaluator**

Use the Scoring Rubric

Use the Scoring Rubric

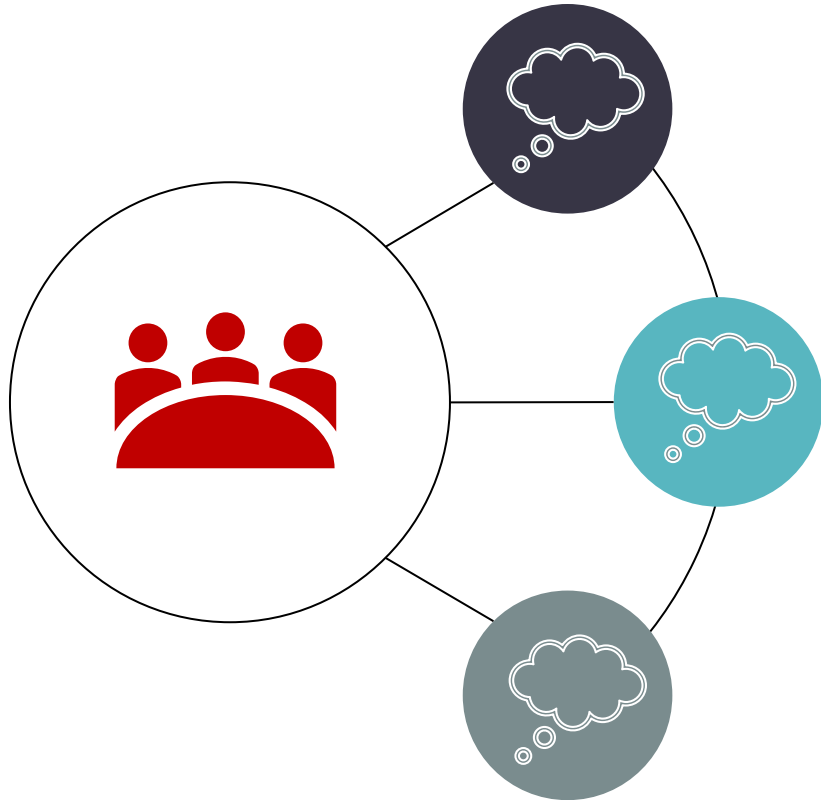
Don't forget to switch roles and ask different questions.



#6

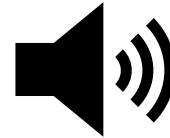
Utilize the scoring rubric to evaluate potential candidate interview responses





## Share Out with the Group

Share out one follow up question you tried with your group/partner.



*Umute or type in the chat.*

**#6**

Utilize the scoring rubric to evaluate potential candidate interview responses

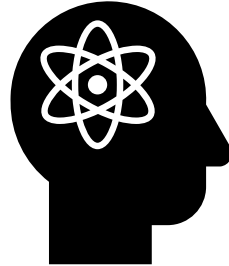
# Time to Reflect

Take a moment to reflect on the objectives we covered in both the eLearning course and today's virtual course.

**Interview Process**

**Hiring Team's Roles  
& Responsibilities**

**Types of Interview  
Questions**



**Legal Guidelines  
for Interviews**

**Follow-Up  
Questions**

**Scoring Rubric**

# Congratulations on Completing

Mastering the Art  
of Interviewer Collaboration

