



# Effective Interviewing Skills Quick Reference Guide



## Know Your Goals

Have a detailed, accurate job description that is approved by all key decision-makers

Assess both technical and non-technical skills in your interview questions



## Timeliness Matters

Act quickly and decisively to secure top talent

Create a detailed interview itinerary

Respect the candidate's time



## Ask the Right Questions

Prioritize which questions to ask during the interview

Have a plan for who will ask each question

Keep the focus on the candidate