



Suggestions on how to structure the interview and questions you can ask during the job interview

Introduction

It is good to meet 3 - 5 candidates in a first step. One hour, no more than one and a half hour, is enough to be able to do a skills-based interview. You then have a good foundation being able to assess which candidates you want to take on to a second interview. In a second interview, you usually have one or two selected candidates continuing the recruitment process.

A. The interview

1. Welcome the candidate and offer coffee or tea
2. Introduce everyone present during the interview very briefly (to create a feeling of comfort and security for the candidate it is important to be no more than three people present from KI in the room).
3. Describe how the interview is structured, about the time and structure of the meeting. The purpose is that the candidate should not have to think about what happens next, which creates greater security at the time of the interview.

The structure of the interview

- ✓ Introduce yourself
- ✓ Before you start asking questions, briefly describe the research group or the department in a few sentences, no longer than a few minutes.
- ✓ Ask the questions.
- ✓ Then the candidate can ask questions.
- ✓ Inform of the next step in the recruitment process

B. Examples of questions

You can also read the document in the appendix "Questions for a competency-based interview"

Motivation

- What makes you interested in this position as...? (a good question to begin with).
- What tasks do you find most enjoyable in your profession? (often you become good at what you think is fun)

- What motivates you to go to work every day?

Contribution to the position

- What qualities in your personality can be a strength, to be able to do a good job in this role as... ..?
- Which of your previous jobs has been your best “school”, where you think you have learned most? (experiences that can be good for coping with this work)
- Can you tell us about any results that you have achieved or any improvement action that you've pushed through, that you're a little extra proud of in your career? What happened then? What was the result?

Relationships / Work environment

- How do you think your colleagues would describe you as a person?
- Have you been in a situation where the relationship has soured with a colleague or manager? What happened? How did it work out?
- How should your manager be, for her/him to be a good manager for you?
- Sometimes there is a high workload, which situations stress you out when there is a lot to do? Can you tell us about a stressful situation that you have been through at work? How did you manage it? How did it work out? How did you solve it?
- What should a workplace be like - for you to thrive? What is important to you?

Strengths / areas to develop

- Have you had a performance review with your manager, and gone through what you do well and what you can improve and get better at? What feedback have you received?
- We all have some area of development in our personalities, is there anything you are working on improving right now?
- Ask questions about the competencies set up in the requirements profile.

Private life, recharging

- What do you do in your spare time when you are not working to recharge your batteries?

A last summary

- Can you briefly summarize your experiences (based on the resume) and tell us about what is relevant - and describe why you are the right person for this position – Why do you think we should move forward with you as a final candidate? (what does this person do right for the job, based on experiences)

C. Let the candidate ask questions

- Conclude by asking if the candidate has any questions or has something he/she wants to add, (which you may have forgotten to ask or tell).

D. Round off

- Ask if the candidate is in another (parallel) recruitment process
- Salary claims; A salary discussion may be relevant later in the process, but I would like to ask for your salary requirements right now?
- Period of notice; How long is your period of notice?

- Ask for grades, if they have not been registered in Varbi (leaving certificates, service records).
- Ask for references (only for final candidate at the second interview)
- Ask if the candidate has any further questions before you end the interview.
- Describe the continued recruitment process, the next steps.
- Finally, let the candidate know when you will return with information about whether the candidate has proceeded in the recruitment process or not. Always give the feedback by phone if you have met the candidate. It is important both for your and for KI's employer brand.

Good luck!