

Practical guide for interview

Concretely, these few guidelines have to be followed when planning an interview:

- The interview should be conducted by at least two people.
- A maximum of one hour is allotted for interview.
- The interview questions have to be prepared in advance and have to respect the rights and freedoms of individuals
- To be fair, the interviewers should ask the same questions and provide the same information to all candidates.
- The interview should take place in a safe environment (semi-private) for the candidate.
- Conducting an interview:
 1. Welcoming the candidate
 2. Presentation of the interviewers
 3. Explanation of how the interview will be conducted
 4. Description of the task (use the job description). The candidate is asked to seek clarification if necessary.
 5. Question period planned for the interview. Here we try to conduct an interaction on a friendly conversation mode promoting open issues for development. We will be attentive to vague answers or too short answers.
 6. Finish the interview:
 - Explaining the further process; decision making, how to communicate, on time and, in case of a positive response (hiring, integration to a task that is more suitable), the following steps (orientation, training).
 - Thanking the candidate

The two appraisers should share their appreciation and comments as soon as possible preferably in writing. The interview results will be taken in consideration after finishing the step 6, Checking References and step 7, Checking the criminal background of the candidate.