

## INTERVIEW

Interviews are a common part of the selection process. It is a chance to meet the candidates in person and ask all the relevant questions. We recommend asking questions according to the competence matrix you created for the position. More about competence matrix can be found in the section *Before you start*.

It is advised to prepare the questions in advance. Do not forget to ask about the candidate's previous position and reasons why they are interested in the position you are offering. Asking about the motivation that keeps the candidate working is a good source of information especially if you are trying to find someone for a difficult position. In order to see if the candidate is the right one for your institution it is very helpful to find out more about the candidate's personal vision for next years.