

## **“Attraction, Onboarding & Orientation” Webinar FAQ’s**

Updated October 14, 2020

### **Q: What is the average amount of time that should be spent on pre-screening a candidate through a telephone interview?**

**A:** Phone interviews and pre-screening questions are generally shorter than in person interviews. A good rule of thumb for phone interviews is to have them around the 30-minute mark. You want to use the telephone screen to decide if you should bring the candidate in for an in person interview, so it’s a great time to get to know the candidate by asking them to explain their background and experience along with their interest in your company.

### **Q: Is there a legal reason or rationale behind asking all interviewees the same questions?**

**A:** Although there is no legal requirement for asking all interviewees the same questions it is a best practice to ask all candidates similar or the same questions at least as a framework to work from. The reason is mainly for consistency and objectivity in comparing candidates and their suitability for a role. If you ask all candidates similar questions, you’re making sure that each candidate gets the same opportunity to impress you.

Having said that, the interview discussions do not have to be exactly the same given you will want to probe candidates and dig deeper into their responses to ensure you have a good understanding of their background and experience. Some candidates may have excellent experience but are not great at formulating the correct answers to showcase this experience or knowledge so that is where the interviewers may need to probe further by asking questions differently or asking some different questions as well.

### **Q: Can an employer record an interview?**

**A:** Although an employer can legally record an interview with permission from all parties involved in the interview, it’s not always the best course of action for several reasons. Interviewing for a job is stressful however it can be even more stressful if it’s being recorded. It makes everyone feel uncomfortable and that alone may be reason enough to avoid it all together.

As a prospective employer you want to put your best foot forward and make a potential employee feel comfortable and excited about working with your company, recording an interview may have the opposite effect and make for an unsuccessful interview. Unless there is a unique need for recording an interview, I would suggest weighing the pros and cons before leaning towards recording it.