

Group Interviews – How to...

The Group/Panel Interview

- The panel should include no more than three or four people. Otherwise, it can be both intimidating and unwieldy.
- One interviewer should be the leader, and everyone else is in a support position. This is critical. While all of the interviewers need to be involved throughout the interview, the difference in the two roles needs to be very clear.
 - The Primary Interviewer: This person leads the panel session, acting as the host and describing to the candidate how the interview will be conducted. During the actual panel interview, the primary interviewer will ask the basic questions and follow up with some fact-finding. Only the primary interviewer can change the topic or the focus of the question.
 - Secondary Interviewers: Every other member of the panel interviewing team is in a support role. However, they should be active during the interviewing, asking for examples and clarifying information. These people help the primary interviewer peel the onion by following up the main questions with questions like, "Can you give me an example of what you mean?" "When did that happen?" and "What were the results?" Organized properly, this type of panel interview follows a very natural flow and reveals a great deal of useful information.
- All interviewers should read the job description for the job before convening. Make the thrust of the interview a discussion of the candidate's major accomplishments. The candidate should be asked to be prepared to discuss a few of his/her most relevant major accomplishments and be prepared to cover individual contributor, team, and management projects.
- Each interviewer should conduct a candidate assessment after the interview. (see attached)
- As long as they're properly organized, panel interviews are great for increasing assessment accuracy.

Partially taken from the Adler Group, adlerconcepts.com

Company Name

Applicant Evaluation

General Information

Candidate:

Date:

Position Applied for:

Department:

Interviewer:

Hiring Recommendation

Hire

☐

Not Hire

☐

Candidate Evaluation

	Poor	Fair	Satisfactory	Good	Excellent
Knowledge of Specific Job Skills	☐	☐	☐	☐	☐
Related Job Experience	☐	☐	☐	☐	☐
Related Education or Training	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐
Communication/Listening Skills	☐	☐	☐	☐	☐
Attitude	☐	☐	☐	☐	☐
Interest in Company/Position	☐	☐	☐	☐	☐

Strengths:

Weaknesses:

Additional Comments: