**GROUP INTERVIEWS**

Group interviews are useful when hiring

a large number of staff for positions that

have the same skill base.

The interview allows you to:

• Assess specific skills in practice

• Identify strengths and potential

weaknesses

• Use staff time effectively

• Gives junior staff or student leaders

to be involved in the process as an

assessor

***Pros***

Efficient – interview all candidates in

short period of time

Assessing specific skills in action

Including more staff in interview process

***Cons***

Front loaded with organization

Consistency with various assessors (e.g.

perception of aggressive behaviour vs.

extrovert)

Consistency with final evaluation

Staffing – do you have enough?

**Step 1: Building the**

**Interview**

1) Identify the skills/competencies you

want to assess for the position(s), e.g.

team work, communication/listening,

problem solving

2) Determine the criteria to assess skills:

**Team work** – encourages others,

contributes in positive ways

**Communication** – listens in an

engaged manner, demonstrates

confidence

3) Identify red flags:

Aggressive behaviour

Putting down/sabotaging other

candidates

Overbearing or dominates

conversation

4) Create three sessions, each focusing

on a specific skill

5) Create assessment form to include

criteria and red flags

**Step 2: Staffing & Logistics**

1) Determine number of candidates for

interview

2) Determine number of staff required

to act as facilitators and assessors

3) Identify staff/student leaders

appropriate for the role of facilitator

or assessor

4) Assign candidates into 1 of 3

rotational groups

5) Identify rooms/space needed for each

scenario

**Step 3: Interview Schedule**

**& Registration**

1) Group candidates by scenario

(Session 1, 2, 3)

2) Create assessment forms with criteria

for each member of the group

3) Create detailed interview schedule

outlining time and location for each

scenario with facilitator and assessors

4) Include Group # on name tags to

assist with session rotation.

**Step 4: Training**

1) Provide overview of selection process

and explanation for facilitating &

assessing each session

2) Give evaluation sheets to Facilitators &

Assessors for each session

3) Review data entry of criteria for

candidates and final decision

4) Identify who will be assessing each

candidate for each rotation

5) Ensure assessors hand in evaluation

sheets to session facilitator at end of

interview process

**Step 5: Evaluation of**

**Interviews**

1) Create chart/database of candidates

and input the final recommendation

for each session, i.e Yes, No, Maybe

2) Review inconsistencies from

evaluators and note comments or red

flags

3) Determine if follow up required

4) Make final list of candidates accepted

for positions