



# Candidate Interviewer: Role Responsibilities & Instructions



Resident Assistant Group Process Selection  
Residence Life & Housing  
Curry College

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RA staff assigned to this role are responsible for the following tasks:

- Facilitating interviews with new candidates
- Evaluating candidates' responses

## Interviewing Candidates:

- **Prior to Interview:**
  - Prepare your interview sheet (candidate name, interviewer name, date, time, etc.).
  - Read over the interview questions and make sure that you understand them; could you rephrase it if you needed to?
  - Determine which interviewer will ask each question.
  - Get your jitters out – you were once one of these candidates. Be prepared to make them feel comfortable!
- **Beginning of Interview:**
  - You and your pro-staff member will introduce yourselves.
  - You and your pro-staff will explain the process and get started with the interview.
    - Let them know that they can have the question repeated or rephrased if needed.
- **During the Interview:**
  - Ask the questions on the sheet in whichever way you and your pro-staff member have established.
  - If the candidate is not answering sufficiently or with "surface level" details/examples, then consider re-asking the question in another way to achieve a more developed answer. Try not to provide an example for the candidate though as this may influence their own answer.
  - Using the interview form, describe in detail the candidate's responses and skills for each question, and support your scores with comments that are professional in nature.
  - At the end of the interview, ask if the candidate has any questions for you and your pro-staff member.
- **Conclusion of the Interview:**
  - Thank the candidate for interviewing with you and share that they will be hearing about their hiring status after Spring Break.
  - Using the evaluation criteria on the front of the form, circle the score on the back page in which you feel the candidate most exemplifies from the answers you recorded.
  - Fill in any "Evaluator's Comments" (perceived strengths/areas for growth; type of student/population where the candidate would be a good fit).
  - Circle and share rationale for hire with the following: "Strongly Recommend," "Recommend," "Recommend w/Reservations," "Do Not Recommend."
  - Give your evaluation sheet to a Logistics RA when they come by your room.

## Important Information:

- Candidates may not take up the whole time of the interview – that's okay! Use the extra time to finish up any notes you might need to make.
- Interviews may start early if your next candidate has arrived AND if you and your pro-staff member is ready to go; avoid starting late as we need to make sure we keep moving and end on time.
- Be professional in your demeanor and attitude. This includes your non-verbal communication. It might feel easy to not provide your full attention to the candidate. Concentrate on giving the candidate the respect and attention they deserve.
- Recognize that candidates have not been trained yet...look for the potential in candidates and not for them to be 100% ready/perfect.