Qualities of a successful interviewer

# Successful interviewers

1. Are thoroughly familiar with the focus of the interview. Pilot interviews of the kind used in survey interviewing can be useful here.
2. Explain the purpose for interview, rounds it off and asks whether interviewee has questions.
3. Are clear, concise and don’t use jargon.
4. Let people finish and give them time to think. Don’t fill in the pauses.
5. Listen to what is said and how it is said. They display empathy when dealing with the candidate.
6. Respect and respond to what is important to the candidate, and are flexible to the candidates’ needs.
7. Know what he/she wants to find out and uses probing questions to elicit the information.
8. Are prepared to challenge what is said, for example, dealing with inconsistencies in a candidate’s replies.
9. Remember what is said and relate it back to what has previously been said.
10. Clarify and extend meaning to a candidate’s statement without imposing their own opinions on them.
11. Don’t talk too much, which may make the candidate passive, and don’t talk too little, which may result in the candidate feeling anxious about being ‘under the spotlight’.
12. Are sensitive to equity considerations when interviewing a number of candidates, including awareness of the potential impact of unconscious bias.

Adapted from: <https://sociology.fas.harvard.edu/files/sociology/files/interview_strategies.pdf>