Are your interview questions geared towards predicting a candidate’s success on the job? Are you sure? A guide is available for your use at: (redacted)

Below are a few quick ways you can ensure you’re structuring your interviews and questions to enhance the outcomes.

1) Improve RELIABILITY by standardizing what information is asked of all candidates and how their responses are scored. Your questions should track back to the job analysis conducted when you announced the vacancy (technically, this is VALIDITY).

![Image showing a rating scale with columns for Interview Questions, Assessment Questions, Competencies, and Job Analysis.]

How you score the candidates can be accomplished through a simple **anchored rating scale**, like the one below. The more detailed you are with the rating descriptions, the higher your RELIABILITY is.

<table>
<thead>
<tr>
<th>Comp/ Assessment Question</th>
<th>Interview Questions</th>
<th>Rating Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Model</td>
</tr>
<tr>
<td>Applicant 1</td>
<td>X</td>
<td></td>
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<tr>
<td>Applicant 2</td>
<td>X</td>
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</tbody>
</table>

2) Improve RELIABILITY by asking enough questions. While there is no, “magic” number, research indicates that having at least **10 questions** is sufficient enough to fully assess the candidates.

3) Improve VALIDITY by focusing some of your questions on **Person-Organization (P-O) fit**. Your HR Staffing Specialist has already reviewed the resume and ranked the candidates based on their **technical knowledge**. Though you can still assess those, you may want to focus some time on the **non-technical side of a quality employee (to get the full picture)**. Ensure that you ask specific, behavioral questions, using the assessment questions (or task statements as they are called) to guide your question construction.

**Sample Behavioral Questions:**
- Describe a time in your previous job when you were able to motivate co-workers.
- Describe a time when you were too bold/confident in a project? How did you compensate for that?

More information on interviews and the science behind them can be found at the following site: [https://www.opm.gov/policy-data-oversight/assessment-and-selection/structured-interviews/](https://www.opm.gov/policy-data-oversight/assessment-and-selection/structured-interviews/)
