**What Matters?**

| Candidate Comfort | Appropriate Preparation | Involving the Right People | Keeping it Legal and Professional |

**Route to Success**

**STAR**

**SITUATION**

**TASK**

**ACTION**

**RESULT**

**STEP 1**

- Make your candidate feel comfortable: Offer them something to drink, make introductions. Layout the interview process.

**STEP 2**

- Review the candidate's resume.

**STEP 3**

- Ask behavioral based interview questions.

**STEP 4**

- Allow the candidate to ask follow up questions.

**STEP 5**

- Talk about the position and department - Don't do this first, or the candidate may not respond to questions authentically.

**STEP 6**

- Discuss next steps and thank the candidate.

**Interviewing Statistics**

- 30-40% of interviews should lead to an offer
- The average Lehigh interview time is 1 hour. Finalist interviews may range from 3 hours to one day.
- 96% of candidates say it's important to work for an organization that believes in transparency, so always be sure to provide accurate information.