

# Interview Road Map

- Brought to you by the LU Talent Management Team -

## 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