

Common Interview Errors

Feelings

- If you like a candidate, you may attach attributes to them that don't actually exist.
- Gut-feeling

Mind Set

- Being influenced by your background, attitudes, motives, values, aspirations, and biases.

Stereotyping

- Focusing on the job rather than personal traits can offset a tendency to categorize candidates.

Negative Bent

- Tendency to focus on information which will automatically disqualify a candidate, causing you to overlook his/her strengths.

Halo Effect

- Tendency to generalize one outstanding feature of a candidate as representative of success in any endeavor, no matter how unrelated.

Snap Judgments

- Make quick decisions rather than gathering information during the interview and evaluating it afterwards.

Missing Data

- Applicants should be encouraged to fill in the gaps.

Bad Record-Keeping

- Unless you carefully document the interview, valuable material will slip through the cracks; avoid recording inappropriate information (i.e., anything not related to the job) or statements based on your own inferences.

Leading Questions

- Ask questions that lead the applicant to the answer you are looking for. For example, "You are computer-savvy, aren't you?"