

Interviews

Before the Interview

- Read / Understand job description
 - Not all projects are created equal
 - Are we hiring for a specific team?
 - Align expectations with recruiters
- Go through resume and make notes
 - Companies
 - Technologies
 - Topics you want to talk about
- Read notes from previous discussions *
- If pairing, discuss plan of interview
 - What topics to cover
 - Who will lead the interview
- Do not build mental profile of the candidate
 - Because candidate is from this company, they won't know this, or not compatible
 - Because they have not worked in this tech, they can't be successful here

During the Interview

- Beginning
 - Show up on/before time
 - Ease the mood
 - How was your day?
 - Did you have your lunch?
 - Are you working today? How's your work going?
 - Ask about previous discussions
 - Get feedback on the recruitment experience
 - Understand what kind of things were covered
 - Introductions
 - Go first and define the order of introductions if pairing
 - Keep it brief
 - Name
 - Few sentences about experience
 - Current role and responsibilities
 - Only give relevant introduction
 - Understand candidate's background
 - Team size
 - Types of roles
 - Tools and technologies they have worked with
 - Don't rely on just resume
 - Ask if they understand the job description
 - Create psychological safety
 - There is no "one right answer"
 - We want to know what candidate knows more than what they don't know
- Discussion
 - Only ask questions on things they will do as part of their job
 - Ask direct questions as much as possible
 - Ask questions which answers can be derived instead of remembered
 - Tell context of the problem / question Eg. Compare languages (because you will need to advise teams on these types of things as part of your role)
 - Allow them to ask questions about your questions
 - Give hints
 - Avoid long detours (by candidate as well)
 - Encourage them to think aloud
 - Don't force your opinions on the candidate
 - Don't keep pushing on things candidate admitted they don't know Don't try to prove yourself smarter than the candidate
 - Don't ask purely theoretical questions
 - Don't interrupt candidate regularly
 - Regular Time checks If you need to extend, ask if they are okay extending
 - Remember, there are multiple ways to get same answer
- End
 - Ask if they have any questions
 - If they ask for immediate result?
 - Politely declining giving them feedback immediately
 - Explain you need to discuss things internally before giving feedback
 - Only answer if you really know the answer If you don't know, make a note and tell them you will get back to them through recruiter
 - Ask if we miss covering anything they are really good at? If yes, then make a note and let recruiters know, so that next discussion can include that
 - Tell about next steps and approximate timelines
 - If you have time to spare, talk about companies'
 - Tech Stack
 - Blog
 - Meetup
 - Thank them for their time
 - Do not give unsolicited feedback
 - Do not immediately tell result

Post the interview

- Discuss with pair
 - What you liked, and what concerns you
 - Thumbs-up/down decision making
- Huddle with recruiters
 - Alignment with expectations
 - Pass additional context
 - If a different role is more suitable
 - If a different designation / level is more suitable
 - Huddle with leadership if required
- Submit clear feedback
 - As detailed as possible
 - Should be usable
 - For next round
 - For next time