

OBSERVER CHECKLIST

Observe the interviewer during the practice round, and complete the following checklist, noting any comments so that you can provide the interviewer with constructive feedback at the end of the interview.

Interviewer:

Opening the interview:

Did the interviewer ...	Yes	No	Comments
1. Open the interview and establish rapport (i.e., put the interviewee at ease)?			
2. Introduce him/herself and their role?			
3. Clearly explain the purpose and structure of the interview, including the timeframe?			
4. Mention note-taking?			

Setting up the behavioural component of the interview:

Did the interviewer ...	Yes	No	Comments
5. Clearly explain the process for the behaviour-based component of the interview?			
6. Mention that he/she will likely be interrupting to probe for the necessary level of detail?			
7. Remind the candidate to speak in "I" versus "we"?			
8. Ask the interviewee if he/she had any questions before beginning?			

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OBSERVER CHECKLIST FOR ROUND, CONTINUED

Conducting the behavioural interview:

Did the interviewer ...	Yes	No	Comments
9. Get the context overview?			
10. Ensure the participant stayed focused on the past tense?			
11. Obtain codable data about what the interviewee did?			
12. Obtain codable data about what the interviewee said?			
13. Obtain codable data about what the interviewee thought?			
14. Obtain codable data about what the interviewee felt?			
15. Use an appropriate balance of probes?			
16. Ask appropriate follow-up probes?			
17. Avoid asking leading questions?			
18. Refocus the candidate on "I" as appropriate?			
19. Keep the interviewee focused on the story, avoiding tangents, theories, etc.?			
20. Help the interviewee avoid generalizations?			
21. Ask for specific examples when the interviewee made general statements?			

Additional comments/feedback: