**Interview and Selection Best Practices:**

1. **Hire now!** The best candidates are those who apply for the job early. Hire them now before someone else does. When the ideal candidate applies for your job, start the screening and selection process immediately. The longer you wait, applicants will move on to other employment opportunities, leaving you with applicants who are not top candidates for the job.
2. **Virtual interviews** are here to stay. These should be used more frequently during the initial screening process to help expand your talent pool (for applicants out of town or, for scheduling purposes, are more readily available virtually and by phone), panel interviews, shorter hiring time, and a more streamlined hiring process.
3. **Don’t skip in-person interviews**; save these for the end of your evaluation. The in-person experience is tough to beat. Advantages include – observing body language, allowing the candidate to better make their case for why you should hire them, and establishing a connection with the organization.
4. **Ask all applicants the same questions**. This creates uniformity and gives applicants equal footing; it also mitigates potential liability.
5. Write out and **pre-plan your interview questions**. Do your research on the job you are hiring for. Delete any illegal and discriminatory questions unrelated to the job you are attempting to fill.
6. Be diligent—Do not neglect to **contact job references**. If the applicant does not list references on their resume, ask them to supply you with three professional references who can speak about their job performance.
7. **Validate your pre-employment tests**. Validated tests are less likely to be challenged in court because they are proven to be job-related and non-discriminatory. Validity tests show the connection between the test and the skills or abilities necessary to perform the job duties required to be successful. Check with HR before administering pre-employment tests.