

Code of Conduct (Kapu Aloha) for all participants including candidates:

- **Professionalism and Hō‘ihi Respect (Ho‘ohanohano/Hō‘ihi) :** All participants must treat speakers and other attendees with courtesy. Harassment, personal attacks, or disparaging remarks (verbal, visual, or physical) will not be tolerated.
- **Relevance (Waiwai):** Questions should be relevant to the topic being presented to maximize efficiency and respect everyone's time.
- **Conciseness (pili pono):** Questions should be asked concisely to allow for as many questions as possible during the designated session.
- **Prohibition of Harassment/Discrimination (Aloha/"Living Aloha"):** The Q&A session must be a safe space free from harassment based on race, gender, religion, disability, or other protected characteristics.
- **No Retaliation (‘A ‘ohe pāna‘i):** Attendees are encouraged to ask questions, and any participant who brings forward concerns about inappropriate conduct during a session will be protected from retaliation.
- **Confidentiality (Ho‘ohūnā):** Participants must respect the confidentiality of sensitive information shared during the session and avoid sharing it externally.

Rules for Ke Aloha Kākou / Meet & Greets

1. Start on time (designed time and each location)
2. Pre-announcements 10 minutes & 5 minutes (Housekeeping, Rules, phone # for on line questions, etc.)
3. Start on designed time at each location.
4. Candidates will have not more then 5 minutes for introductions.
5. Candidates will have not more then 3 minutes for each question.
6. Candidates should use the “STAR” method to answer questions, provide and/or share a situation/task, tell us about it, tell us what action you took and what was the result due to the action.
7. Participants will mention their name, affiliation, and question.
8. Each participant may ask up to 2 questions per location, unless there is no other participant wanting to ask any questions.
9. Time keeper will be present in front

When providing questions to candidates or assessing their answers, the goal is to create a fair, inclusive, and insightful process that accurately evaluates their fit for the role.

Rules for Providing Questions to Candidates

- **Ask the Same Questions to All Candidates:** Consistency is critical for fair comparison and to avoid bias.

Send Questions in Advance (Optional but Recommended): Providing questions 24–48 hours before the interview can reduce candidate anxiety, promote inclusivity (especially for neurodivergent candidates), and result in more thoughtful, substantive an **Rules for Providing Questions to Candidates**

- **Provide in Advance:** Send key questions or themes at least 24 hours before the interview to help candidates prepare, especially neurodivergent individuals or to reduce anxiety.
- **Standardize:** Ask the same core questions to all candidates to ensure fairness and accurate comparison.
- **Relevance:** Questions must be directly related to the job description and required competencies.
- **Focus on Behaviors:** Use behavioral, open-ended questions (e.g., "Tell me about a time...") to gauge past performance and future potential.
- **Set Expectations:** If providing questions early, advise candidates not to memorize, but rather to prepare stories and examples.

Rules for Answering Candidate Questions

- **Be Honest:** Provide transparent answers about company culture, challenges, and team structure.
- **Be Prepared:** Ensure interviewers are ready to discuss the role, goals, and opportunities for growth.
- **Encourage Dialogue:** Reserve 10+ minutes at the end for the candidate to ask questions.

What to Avoid

- **Prohibited Questions:** Do not ask about race, religion, age, marital status, or sexual orientation.
- **"Gotcha" Questions:** Avoid trick questions that do not accurately assess job performance.
- **Unfair Advantages:** Do not provide questions to only select candidates. If you provide them, do so for all.

Best Practices

- **Format:** Consider giving a general idea of themes if you do not want to give the exact questions.
- **Documentation:** Record all questions and answers for evaluation purposes.
- **Preparation Time:** For complex, technical, or senior roles, providing questions 24 hours in advance is recommended.
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- **Focus Strictly on Job Requirements:** Every question should directly relate to the skills, knowledge, or experience listed in the job description.
- **Avoid Illegal or Discriminatory Topics:** Never ask about protected characteristics such as race, religion, sex, age, disability, marital status, or national origin.
- **Use Open-Ended Formats:** Avoid "yes/no" questions. Use "W" questions (Who, What, When, Where, Why, and How) to encourage detailed responses.
- **Include Behavioral and Situational Prompts:** Ask for specific past examples (e.g., "Tell me about a time when...") or present realistic work scenarios to understand their thought process.
- **Provide Time for Candidate Questions:** Reserve at least 10 minutes at the end for the candidate to ask you questions.

Rules for Assessing Candidate Answers

- **Use the 80/20 Rule:** The candidate should do 80% of the talking, while the interviewer speaks only 20% of the time to guide the conversation.
- **Probe for Detail:** If an answer is vague or seems over-rehearsed, use follow-up questions like "Why did you approach it that way?" or "What was the result?" to dig deeper.
- **Allow for Thinking Time:** Do not rush the candidate. A brief silence after they finish can often prompt them to share more valuable insights.