KTH interview guide

**Before the interview**

Re-study the advertisement and the selection criteria and requirements it contains. Know about the appointment, salary, benefits, organisation and group/team.

A good basic rule to have in your mind throughout the interview is “speak 20 per cent, listen 80 per cent.” Where appropriate in the interview, give candidates opportunity to ask questions about the appointment.

Remember to: create the same conditions for each candidate; treat the candidates equally; and, give them the same opportunities in the interview – ask them all the same questions in the same order. Also consider how you will make the interview a good experience for the candidates.

Remember Sweden’s Discrimination Act! Only ask questions when you know why you want the answers to them. Questions about private life, civil status, children, leisure interests, etc. should be avoided. Instead, ask candidates if there is anything they would like to add about themselves. Alternatively, simply ask them to speak about themselves. Also respect that KTH actively works with equality and diversity issues.

**For questions about the General Data Protection Regulation (GDPR) and more information about the** processing of personal data in connection with recruitment, see KTH’s website. Provided they are not processed digitally, interview notes are not public documents.

**Introduction and interview schedule**

1. Greet the candidate. Speak about the interview’s structure, format and how long it is scheduled for.
2. Present the KTH interview participants.
3. Ensure that the candidate has brought the requested documents for the post (e.g. degree certificates, professional licences, diplomas or work permits).
4. Inform the candidate who he/she can contact after the interview with any questions or supplements to the interview.
5. Ensure that the applicant realises what the appointment involves, the duties and responsibilities it entails, the challenges it presents and what the employer expects. Also detail working hours and the terms, conditions and benefits of the appointment. Give succinct information about KTH and the work team/unit.

**Questions to the candidate**

## Background and experience

* As regards the job you have applied for, can you please briefly tell me/us about the knowledge and experience you have that is relevant to this post? (No more than 10 minutes should be spent on this point.)

Follow-on questions as necessary:

* + Why did you choose that precise educational programme? What did you think of the programme?
	+ What were the most/least interesting things? What did you learn and how have you developed?
	+ Ask the candidate to talk, with an emphasis on results and challenges, about his/her degree project/previous research.

## Interest in the post and motivation

* Why are you interested in the appointment and what can you contribute?
* As regards duties and other involvement, what do you expect from the post?
* What do you think will be the personal challenges for you in this appointment?
* Whatever job you have, what motivates you?
* What causes you to lose motivation?
* What are your long-term goals/ambitions?
* What are important qualities for your immediate manager?

# Questions about personal qualities/abilities

**MALIN LINDELÖW’S QUALITIES, AS HIGHLIGHTED IN VARBI, ARE TO BE INSERTED HERE!**

# Questions at the end of the interview

* Is there anything that has not emerged in the interview? Something we should have asked you or which you would like to speak about?
* If offered the appointment, when could you start?
* What salary are you looking for? (Where relevant.)
* When the interview is brought to an end, the candidate must receive information about the next step in the process (e.g. possibly a second interview or the taking up of references) and the future schedule.