­5. Interview guide for doctoral student employment

Prior to the interviews, read the recruitment profile/advertisement again including the selection criteria and requirements. Be sure to be knowledgeable regarding the role, salary, and benefits, as well as the organization and the group.

A good basic rule to keep in mind during the interview - speak 20 %, listen 80 %.

Keep in mind to create the same conditions for all candidates, that they are treated equally and get the same opportunities during the interview - ask everyone all of the questions and in the same order. Also think about how to create a good candidate experience.

**Remember the Anti-discrimination Act:**

A change in the law by January 2017 is that all 7 grounds for discrimination (gender, gender identity or gender expressions, ethnicity, religion or other beliefs, disability, sexual orientation and age) are included in the requirements for active actions. Remember to consider this during the interview. Do not ask questions without knowing why you want answers to them. Questions about privacy, civil status, children, hobbies etc. should be avoided. Ask the candidate if it is something they want to add about themselves or ask them to tell about themselves.

**Also note that KTH actively works with gender equality and diversity issues**
From the KTH Development plan 2018-2023.

*"Gender equality and the repudiation of all forms of discrimination are both a matter of quality and a self-evident part of KTH’s core values."*

**For questions about GDPR and more information about** the processing of personal data in connection with recruitment, [read more here. Interview notes are not a public act as long as they are not processed digitally.](https://www.kth.se/en/om/work-at-kth/processing-of-personal-data-in-the-recruitment-process-1.823440)

# Information regarding the interview:

Role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Introduction and agenda for the interview:

1. Welcome the interviewee. Take a moment to go through the structure of the interview and the amount of time that you will have for each part.
2. Present the interview participants from KTH.
3. Inform the candidate that we will send our contact information and that the candidate is welcome to get back to us with complementary questions or information about themselves if necessary.
4. Provide brief information about KTH, the tasks and the working group / unit. Where applicable, please show some form of organization chart / image so that you mix words and images that give a good dynamic to the interview. Ensure that the applicant understands what it means to be a PhD student, what challenges the doctoral candidate may face and the employer's expectations of the doctoral student. Also state the responsibilities involved in the role, duties, working hours, KTH's salary level for doctoral students and other employment conditions.
5. Give time for the candidate to ask questions regarding the role, etc.
6. Review "Questions for the candidate" page 3-4. Review the candidate's application, focusing on the facts / experience and skills required in the requirement profile, interest in the role, what the individual can contribute, and ask questions about the selected personal qualities / abilities chosen for the PhD student position.

# Questions towards the end of the interview

1. Is there anything that is unclear after this hour?
2. If you were to be offered this position, when would you be able to start?
3. When the interview ends, it is advisable to inform about the next step in the process, other interviews (if relevant), references, and the timeline for the recruitment process.
4. Ensure that the candidate has received your requests for documents relating to the recruitment process, such as submission of a diploma, certificate issued for the profession, certificate or work permits.

Questions for the candidate

## Background and experience

* Considering the position you have applied for, talk about your experience and competence?

## Education

* Ask the candidate to talk about their educational background, their main subject and areas of interest. Make sure the candidate fulfills the education requirements and formal requirements.
	+ Why did you choose this line of education? How did you experience this line of education?
	+ What was most interesting/least interesting? What did you learn and how did you develop?

## Presentation of your thesis

* Discussion of the thesis and feedback

## Questions about knowledge

* Examine relevant theoretical knowledge and other required skills, called for in the job description, for example, subject, language or IT skills.

## Job interest and motivation

* Why are you interested in the job and what can you contribute (to compare with what the candidate wrote in their application in Varbi)?
* What expectations do you have? (for example, what will be included, tasks)?
* What will be the challenge in this job, for you personally?
* What motivates you in your work life, regardless of what job you have had?
* What makes you lose motivation?
* What are your long-term goals or ambitions? What is important in a manager?

# Questions about personal qualities/abilities

Questions about personal qualities/abilities are automatically generated when the interview guide is downloaded through the recruitment system. Contact HR for support.

# Questions at the end of the interview

1. Is there is something that did not come up during this hour?
2. If you were offered the job, when would you be able to start?
3. When the interview is completed, it is a good idea to inform the candidate about the next stage in the process, eventual second interview, reference check and what the timeline looks like, etc.
4. Ensure that the candidate has brought the requested documents for the job, for example degree certificate, license for the job, certificates or work permit.