Interview guide KTH

**Before the interview**

Re-read the ad again including the selection criteria and requirements**.** Beinformed about the position, salary and benefits as well as the organization and the group.

A good basic rule to keep in mind during the interview is to talk 20 percent, listen 80 percent. Provide room for the candidate to ask question about employment during the interview when appropriate.

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

Remember the discrimination act (<https://www.do.se/lag-och-ratt/diskrimineringslagen/>)! Don’t ask a question without knowing why you want the answers. Questions about privacy, marital status, children, hobbies etc., should be avoided. Rather, ask the candidate if there is something they want to add about themselves or ask them to talk about themselves. Also note that KTH is actively working on gender equality and diversity issues.

For questions about GDPR and more information about the processing of personal data in connection with recruitment, read more on KTH’s website. Interview notes are not a public document as long as they are not processed digitally.

**Introduction and agenda for the interview:**
1. Welcome the candidate. Tell them about the structure of the interview, the arrangement, and the amount of time allocated.
2. Present the interview participants from KTH.
3. Ensure that the candidate has brought along requested documents for the position, for example, a diploma requested, a certificate of occupation, a certificate or a work permit.
4. Inform the candidate whom they can contact after the interview for any questions or additions to the interview.
5. Ensure that the applicant understands what the job entails, the duties and responsibilities that are included, the challenges that exist in the role and the employer's expectations of the role. Also, describe working hours and terms of employment / benefits. Provide brief information about KTH and the working group / unit.

**Questions to the candidate**

**Background and experience**

• Considering the job that you have applied for - tell us briefly about your knowledge and experience relevant to this particular job? (Maximum 10 minutes should be added at this point)

**Follow-up questions if necessary:**

* Why did you choose that particular path of education? What was your experience of it?
* What was most interesting/least interesting? What have you learned and how have you evolved?
* Ask the candidate to share his/ her thesis / previous research with emphasis on results and challenges.

**Interest in the service and motivation**

* Why are you interested in the job and what can you contribute?
* What expectations do you have for the position (ie what is included, duties)?
* What do you think will be the challenges in this position for you personally?
* What motivates you no matter what job you have had?
* What causes you to lose motivation?
* What are your long-term goals / ambitions?
* What are important characteristics of your immediate boss?

**Questions about personal characteristics / abilities**

(Questions are automatically inserted here from the KBR module)

Questions at the end of the interview

* Is there anything that did not come up during the interview? Something that we should have asked you or that you would like to tell us?
* If you were offered the position, when would you be able to start?
* What are your salary requirements (when applicable)?
* When the interview ends, the candidate should be informed about the next step in the process, a possible second interview, reference taking and the timeline of the recruiting process.