**Like Driving a Car**

**Taking Notes during an Interview**

Although many HR professionals many not have this concept “mastered”, over time with the hiring function in an organization, they have developed skills to take notes during or right after the interview to ensure they have a (hopefully) reliable and valid picture of the job candidate and content to go back and review later on that day, week, month, year.

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| **Component Skills** | |
| **Driving a Car** | **Taking Notes during an Interview** |
| **Getting comfortable with the car’s controls**   * adjust seat * familiarize yourself with the foot pedals * adjust the mirrors * know where the parting brake is * understand the basic dashboard controls) | **Getting comfortable with the interview materials**   * Create an interview guide that includes space to take notes by hand (or computer depending on your interview location) * Have the interview questions printed and with you in the interview along with pen(s), clipboard, and general note-taking set up * Ensure you understand the questions, the scoring guide, and any other interview components * Create a standardized short form for your note-taking * Know what are key points to write down and what is not required * Know what are discriminatory practices/comments as well as biases |
| **Getting the basics down**   * put on seatbelt * start the car with foot on the brake * turn on the engine * learn how to back your car out * put the car in drive * hold steering wheel at 9 and 3 o’clock * use your blinkers * learn how to turn the car using the hand over hand method * learn how to switch lanes * stay a healthy distance behind other cars | **Getting the basics down**   * Practice taking notes BEFORE your first interview and regularly until you get comfortable * Practice talking and eye contact while taking notes * Talk to fellow interviewer(s) about note-taking and what focus(es) each of you will take with note-taking * Confirm which of the interview panel will ask which questions and take on various roles (i.e. introductions, etc.) * Avoid making notes on discriminatory and bias information |
| **Putting it all together**   * drive defensively * stay in the right lanes for slower speeds and left lanes for faster speeds * pass cars on the left side * abide by speed limits * be extremely careful in abnormal driving conditions * be courteous on the road * have fun | **Putting it all together**   * Complete a “real” interview and get feedback from others on your note-taking skills * Review your notes right after the interview and add to them/revise based on information that is fresh * Check in with fellow interviewer(s) on what notes they took/information they wrote down and ensure some consistency and whole picture of the interview took place * Have fun |
| **Advanced driving techniques**   * parallel parking * merge in heavy traffic * use a roundabout * drive uphill * save gas | **Advanced interviewing techniques**   * Learn what to do when interviews are outside the norm (i.e. interviewee doesn’t answer the question, a fire drill happens mid-interview, etc.) * Practice note-taking on phone and virtual interviews * Practice better short-hand/note-taking to save time and increase rapport building with job candidates |