“Start by preparing a list of basic interview questions in advance. While you won't read off this list like a robot, having it in front of you will ensure you cover all the bases and also make sure you ask all the candidates the same questions.”

“Avoid questions that can be answered with a 'yes' or 'no' or that prompt obvious responses, such as "Are you detail-oriented?" Instead, ask questions that force the candidate to go into detail.”

“Finally, leave time at the end of the interview for the applicant to ask questions -- and pay attention to what he or she asks. This is the time when applicants can really show they have done their homework…”

“End the interview by letting the candidate know what to expect next. How much longer will you be interviewing? When can they expect to hear from you?”

Prepare in advance. Create an agenda and a structure for the interview, including time limits. Work with HR, peers and your staffers to develop a set of questions and topics.

Take notes during the interview. You don’t need to write down everything, but note highlights and things you want to follow-up on later.

“Minimize the back-story and maximize the time you spend with the candidate.”

“Choose the best person for the job—not your new best friend.”
“Get candidates to think on their feet.”

-there is a list of 101 questions, that we could sift through and use as examples at http://www.acui.org/content.aspx?menu_id=206&id=6912