

## **RESPONSIBILITIES OF THE PEER INTERVIEWING TEAM LEADER**

1. Arrange or confirm time and location of the interview. It may be preferable to schedule interviews near shift change so that coworkers from more than one shift can participate on the peer interview team.
2. Confirm that the interview is in a quiet location uninterrupted by traffic or phones.
3. Confirm that the interview room is set up so that the candidate will be comfortable (e.g., arranging seating so that the candidate is not unduly intimidated in front of a row of questioners or at the end of a long table).
4. Evaluate the suggestions for improvement that may have been made by past interview teams; advise the team of any changes.
5. Prepare interviewers with copies of the resume or application, peer interview packet (evaluation form included within packet), and any supplemental pages provided by the hiring manager. (The manager will meet with the team the first time they meet as an orientation, answer any questions, etc.)
6. Greet the candidate upon arrival and summarize the process that will be followed.
7. Open the interview with an introduction of self and the interviewing team to the candidate.
8. Facilitate the interview.
9. Close by asking the candidate if he or she has any further questions.
10. Collect all interview materials from the peer interviewing team and return them to the hiring manager.