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How to Take an Effective Interview and Various things to be avoided while Interviewing by [Mark Bennett](#)

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Many of the companies go through the toughest task of hiring candidates for new or existing positions. Even though there are countless website which you can surf using your internet service provider like Xfinity Internet, you may still find the interview process difficult.

Why? You get confused on the questions that you need to ask to validate the candidate. Choosing the right candidate from the long list of attendees and application is a tedious task. You need to ask question by which you can analyze the technical and professional skills of the candidate. Also not to forget the way of communication, mannerism that has to be valued for his or her assessment. Many of them may think it is an easy job, but once you are in the position of the HR or the interviewee, you would know how much complicated it is.

There are a lot of potential questions that you can ask a candidate, but make sure that they are valid to the context and also related to the company and job. Occasionally you could ask personal question like hobbies, favorite sports cars, etc; but try to keep it strictly business. Below are some of the common mistakes that most interviewers do and end up making the interview a total disaster.

Necessitating Time

Sometimes it can be hard to know when to stop talking about your business. Keep your introduction short and sweet. You have to analyze the responses of candidates, so give them enough time. Let them do the talking. On an average, for a 20 minute interview, let him or her talk for at least 12-15 minutes.

The Job Description

Saying things like 'You probably already know' and 'You must be familiar with' are wrong ways to test the candidate. Ask direct questions and get the information you are seeking. Being specific and articulate will allow you to learn what they know and how they can contribute.

Probing too deep into how they spend their personal time

It isn't wrong to assume that the way someone spends their time off can reveal a great deal about them. So asking a couple of questions about their hobbies is fine. But analyzing in detail how it's going to help you on the job is stretching it. Maybe the candidate is a couch potato who only likes to watch television. That doesn't mean he or she is not qualified or capable.

Stress indulging Questions

This is a commonly used technique for grad schools but definitely avoidable in a small business. It's tough enough competing with the big brands. Why would you want to convey an impression of potential stress to an employee? Asking rapid-fire questions, rudely interrupting him or asking for impossible solutions are techniques that should be strictly avoided.

Sparing newbie the difficult questions

If you feel a little sorry for the fresh college grad, here's a little insight for you; the most successful CEOs in the world like Bill Gates, Larry Page, etc are dropouts who handled worse. Do you think

they got a cakewalk from their customers because they were new? It's tougher when you're new. So they need to be better prepared, you don't need to go easy on them.

Falling for the well-presented candidate

You might have seen candidates that are smartly dressed and have a confident disposition. They know how to make a good impression but don't forget to delve deep into what they have accomplished besides a well turned out suit.

In short, keeping in mind these effective guidelines will help you to conduct a good and worthwhile interview.

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[Mark Bennett](#) - About Author:

Being a freelance writer and active blogger, Mike likes to share his thoughts with the rest of the world and to source out some great deals on home services like the one offered by a [Xfinity Internet](#)

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