



# Interview Guide

Interview your candidates

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[sauder.ubc.ca/employer/hire-ubc-sauder](https://sauder.ubc.ca/employer/hire-ubc-sauder)

**UBC SAUDER**  
SCHOOL OF BUSINESS

Whether you're a large organization, non-profit or startup, we are here to help you connect with UBC Sauder students to make the interview process mutually beneficial for both you and the candidates.

## Organizing an interview

### Determine your interview location



#### Office

You can use a private office space to host an interview with student candidates. This is an excellent opportunity to share a glimpse of the work environment or allow the candidates to meet some team members.



#### Virtual

Thanks to recent improvements in video-conferencing technologies, hosting interviews via Zoom or Microsoft Teams has become easier for employers and students.

- UBC Sauder students are well equipped to use online platforms for virtual interviews as they have over a year of experience with virtual classes, networking events, and interviews.
- Second-year BCom students take a Career Fundamentals course that supports their professional development, and the teaching team prepares the students for the virtual and hybrid interview environment.



#### On Campus

The Business Career Centre can help you meet with candidates and make it easy to interview on campus. We will provide the facilities, schedule interviews and take care of all the details at no charge. To learn more about interviewing on campus, email [talent@sauder.ubc.ca](mailto:talent@sauder.ubc.ca).

### Communicate interview details

You can either phone or email candidates to extend an interview invite and request for confirmation. Make sure to disclose any additional steps required for your hiring process, such as assessments, submissions or prior work.

## Employer Interview Tips

**Professional Development** - Highlight to interns what professional development opportunities are available at your company. UBC Sauder students are driven and active learners!

**Company Culture** - Interns are new to the workforce; highlight the cultural fit at your company.

**Next Steps** - To close your interview, communicate with the candidate when they can expect to hear from you next.

## Interviewing Students and New Graduates

You should be mindful that many students are in the early stages of their professional careers and therefore will be largely referring to educational/ classroom experiences and not just work experiences.

Other experiences to be looking for from candidates include:

- Case competitions
- Leadership positions in clubs
- Extra curricular and volunteer involvements

# Additional Interview Considerations

## How long should an intern interview be?

Typically, an initial telephone screening should take between 15-30 minutes, and the following round interview(s) should take 30-60 minutes (no more than 60 minutes).

## How many interviews are typical for an internship?

Students understand that the number of interviews typical for an internship ranges by industry and company. Usually, 2-3 interviews (including the telephone screening) occur before an employer extends an internship offer.

## What types of interviews do employers hold?

- **Telephone screening** - For employers that need to narrow down the list of candidates for face-to-face interviews (e.g., by confirming the students are available to start at the desired date).
- **Case/technical interview** - For employers that seek candidates with strong problem-solving and communication skills. These interviews may include a short presentation from the candidates.
- **Behavioural interview** - For employers that want to know how candidates handled situations or resolved challenges in the past. If a panel is sitting in for the interview, please inform the students in advance.

## Who should sit in on the interview?

A recruiter or talent acquisition member usually conducts the initial telephone screening for student candidates.

The intern supervisor should sit in on the subsequent interview(s). As well, someone who will be working closely with the intern (e.g., a teammate) should sit in to answer any project- or team-specific questions the intern may ask at the end of the interview.

## What are the benefits of providing students with interview feedback?

We recommend providing students with interview feedback for the following reasons:

### 1. It protects your employer brand.

Word of mouth and personal recommendations are practical marketing tools for any employer's brand, and students talk to their peers about their recruitment experiences. By providing constructive feedback for your candidates, students may recognize and acknowledge your positive recruitment process to others.

### 2. It helps students develop and improve for future interviews.

For unsuccessful candidates, constructive feedback helps them recognize where they did well and could have performed better. Providing feedback also shows candidates that you appreciate their effort with your organization, especially if they went through more than two rounds of interviews.

### 3. It encourages repeat jobseekers.

Companies that provide interview feedback stand out as employers that care about their candidates. Students who receive interview feedback remember and are more likely to apply to your future positions due to their positive recruitment experience.

Employers like yourself are vital to our student's career development, which is why we foster a rich network between our students and business communities.

By engaging with UBC Sauder students, you get front-line access to new, high-achieving talent-seeking candidates.

# We're here to help.

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