



# Interviewing Guide

## For Employers

Created by:

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

# Interviewing Students? We're Here to Help!

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

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## Organizing an Interview

### Determine Your Interview Location



#### Office

Using a private space in your office to host interviews provides an excellent opportunity for student candidates to experience your work environment and meet team members.



#### Virtual

Interviews held via Zoom or Microsoft Teams are now standard for employers and students.

- UBC Sauder students are well-versed in using online platforms due to virtual classes, networking events, and previous interviews.
- People have different levels of access to private or quiet spaces if they're interviewing from home, so consider being tolerant of the potential for some background noise.



#### On Campus

The Business Career Centre can assist you in organizing interviews with our students on campus. We provide the facilities, schedule interviews, and handle all the details at no charge.

To learn more, email [talent@sauder.ubc.ca](mailto:talent@sauder.ubc.ca)

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### Communicate Interview Details

You can invite candidates for interviews via phone or email and request confirmation. Ensure you disclose any additional steps required for your hiring process, such as assessments or work submissions.

If you extend the invitation over the phone, follow up with an email to confirm the details and provide a contact for requesting accommodations.

# Employer Interview Tips

- **Professional Development:** Highlight the professional development opportunities available at your company. UBC Sauder students are driven and active learners!
  - **Prepare Students:** Provide information about the interview structure, including length, types of questions, and who will attend. This helps candidates perform at their best.
  - **Set Questions:** Standardized interview questions help reduce unconscious bias and offer a fair basis for comparing candidates.
  - **Company Culture:** Emphasize how your company supports people from different backgrounds through coaching, events, workshops, or other opportunities. Highlight any sustainability and environmental responsibility initiatives.
  - **Next Steps:** At the end of the interview, inform candidates when they can expect to hear from you. Ensure that unsuccessful candidates are notified promptly.
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## Interviewing Students and New Graduates

Since many students and new graduates (especially undergrads) are in the early stages of their careers, they will often refer to educational and classroom experiences rather than work experiences.

Shifting questions from past experiences to how candidates would approach problems is a way to give everyone a fair chance at showcasing their skills.

Look for experiences such as:

- Participation in case competitions
  - Leadership positions in clubs
  - Extra-curricular and volunteer activities
  - Relevant projects and coursework
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## Avoiding Bias

Strategies for avoiding unconscious bias during the interview process include:

- Consistently assess objective skills or competency requirements across all applicants—avoid making exceptions.
- Understand that evaluative terms like “modest, nice, helpful” and “direct, assertive, ambitious” are often coded in gendered ways. Ensure that these terms are used with care.
- Provide Equity, Diversity, and Inclusion (EDI) training for hiring committee members and include representatives from equity-deserving groups in the interview process.
- For more information on unconscious bias, visit the [UBC Equity & Inclusion Office website](#).

# Additional Interview Considerations

## How long should an intern interview be?

- Initial telephone screening: 15-30 minutes
- Follow-up interviews: 30-60 minutes
- Inform candidates about the planned duration of the interview.

## How many interviews are typical for an internship?

- It varies by industry, but typically 2-3 interviews (including the telephone screening) before extending an internship offer.

## What types of interviews do employers usually hold?

- **Telephone screening:** To narrow down candidates for face-to-face interviews.
- **Case/technical interview:** To assess problem-solving and communication skills, sometimes involving a short presentation.
- **Behavioural interview:** To understand how candidates handled situations or resolved challenges in the past.
- **Group interview:** To observe how candidates work in a team or interact with potential peers.

## Who should sit in on the interview?

- A recruiter or talent acquisition member for the initial screening.
- The intern supervisor for subsequent interview(s).
- A teammate who will work closely with the intern to answer any project or team-specific questions.

## Benefits of providing students with interview feedback

### 1. Protects your employer brand:

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. Helps students develop:

Constructive feedback allows students to recognize their strengths and areas for improvement.

Feedback also shows candidates that you appreciate their effort with your organization, especially if they went through more than two rounds of interviews.

### 3. Encourages repeat job seekers:

Companies that provide feedback stand out as employers who care about their candidates.

Students remember receiving interview feedback and are more likely to apply to future positions at your organization due to their positive recruitment experience.

Employers play a crucial role in our students' career development, which is why we cultivate a rich network between them and the business community.

Engaging with UBC Sauder students gives you direct access to enthusiastic, high-achieving candidates

# We're Here to Help.

Get in touch with our team for more information about how to connect with and recruit our students:

[talent@sauder.ubc.ca](mailto:talent@sauder.ubc.ca)

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