

Interview Tips

As an interviewer for Oracle, you are an evaluator, a brand ambassador, and a crucial part of the recruiting team! You play a vital role in securing Top Talent at Oracle and ensuring candidates have a smooth, positive interviewing experience that makes them feel welcome. Remember, candidates should feel like you WANT and EXPECT them to do well. Follow the tips below to create a stellar interview experience.

Prepare Before the Interview

- Review the candidate's resume.
- Review the job description.
- Check that your technology is ready to go!
- For loop/panel interviews- be camera ready.
- Know which relevant and required questions you are going to ask ahead of time. Have you been assigned specific competencies? Be prepared to bring data back about those competencies in your hiring decision discussion.
- Anticipate most asked candidate questions (i.e., work culture, technology used, opportunities for promotion/growth, etc.) and be ready to sell Oracle!

Demonstrate Respect

- Be on time.
- Pay full attention to the candidate, don't multi-task.
- Silence Slack and other audible notifications.
- Be enthusiastic and engaged!
- Please try to not interrupt the candidate.
- Don't eat during the interview.
- Pay attention to biases you may have such as education, age, etc., and set them aside.

Encourage

- Smile, introduce yourself, and walk through the agenda so they know what to expect.
- Encourage the candidate to ask clarifying questions during the interview.
- Give the candidate the benefit of the doubt: allow them to explain further by asking "Can you go into more detail on this?" or "tell me more about that"
- Provide coaching and positive feedback when appropriate

Don't Forget: Our goal is to have every candidate feel they had a fair opportunity to showcase their skills and learn about opportunities with us. Every candidate should leave their interview experience with an excellent impression of Oracle, regardless of hiring outcome.

Finally, THANK YOU for your help in bringing excellent talent to Oracle!

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