



# Example of Interviewer Job Description

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Our company is growing rapidly and is looking for an interviewer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for interviewer

- No Telemarketing
- No commissioned based duties
- Be responsible for coordinating information from recruitment and compliance to deliver the requested number of FTE as required by line manager
- Liaise on a daily basis with recruitment and internal stakeholders and be responsible for delivering own work flow as requested
- To ask questions in accordance with specific job descriptions to obtain specified information, such as personal information, professional information and work experience
- To identify and resolve inconsistencies in interviewees' responses by means of appropriate questioning and/or explanation
- To compile and record results and data from each interview using computer and specified forms
- To report to Interviewing Team Manager at specified regular intervals
- To ensure all shortlisted applicants are contacted within the specified service level agreement times and arrange times to interview applicants either at home, place of business, field location, by telephone or face to face as appropriate
- To take responsibility for the leavers process within PIP and conduct thorough exit interviews on all leavers

## Qualifications for interviewer

- Advanced knowledge of symptomatology and diagnosis of mental illness and addiction
- Advanced knowledge of SADS and K-SADS or similar diagnostic interview
- Advanced knowledge of DSM-IV
- Familiarity with symptomatology and diagnoses of mental illnesses
- Comfortable working with participants with severe mental illness and drug and alcohol addiction