



Mineral



Question of the Week

April 15, 2026

Question

How can we simplify our application and interview processes?

ANSWER

You can go a long way toward simplifying these processes by collecting and using only information you need to make a sound hiring decision. This saves both you and your applicants valuable time.

In the application, remove any requests for information that you don't need or won't be using to make your selection. For instance, if your application system encourages applicants to attach their resume and it's going to scan and input that information automatically, don't require them to also enter that information separately. If you're not going to read cover letters, don't ask for them. Trimming the application of unnecessary inquiries saves applicants time and keeps the information collected to what's actually useful.

When drafting interview questions, focus on whether the candidate can do the job and be successful in the role. Ensure all questions are relevant to the candidate's knowledge, skills, experience, and other job-related competencies. Avoid clever interview questions of questionable utility. Brain teasers and other fun questions probably aren't a compliance risk, but they usually waste time and complicate the process.

When planning interviews, consider how many interviewers and rounds of interviews you need to obtain the information you need. Each interview should yield new and relevant information without rehashing things that have already been covered. It can also be helpful to organize questions around

competencies and then divide question sets among interviewers based on their role and areas of expertise. For instance, you might have someone with technical knowledge evaluate each candidate's answers to technical questions, while the hiring manager inquires about basic qualifications and team fit.

Check out our [Strategic Hiring Guide](#) for more tips.

This Q&A does not constitute legal advice and does not address state or local law.