

Top Hint

Take a good look at the candidates CV just before going to interview

Before the Interview

Being prepared before an interview is surprisingly overlooked. Understandably, you might have a busy schedule and your normal day-to-day tasks to contend with so preparation isn't always easy. Added to this you may be interviewing for several positions. Each with varying degrees of seniority and require different interview structures. Additionally, depending on your role, you may be asked to interview a candidate at short notice. Don't be the weak link in the interview process. A little time put aside to prepare for each interview will pay dividends. Here are a few tips that may help

- ✓ Review. Read through the job description, job advertisement and full specification you used to get the candidate to interview. You don't want to be in a position where you weren't fully briefed on details of the role
- ✓ CV. Even though you will have reviewed the CV take a good look at the candidates CV just before going to interview. When short-listing you're unlikely to remember all the details and there is nothing worse for a candidate than their CV being read out in front of them. This will not give the impression of an organised company
- ✓ Salary. This is surprisingly overlooked until the offer stage. However, you should have a good indication of the existing salary and benefits
- ✓ Questions. There are a number of different styles to question a candidate during an interview. This will include
 - Behavioural. To determine whether the candidate has desired skills for the job
 - Hypothetical or Situational. These questions test a candidate's ability to handle different types of situations
 - Stress. An opportunity to put the candidate on the spot to see how they think on their feet
 - Open. Open questions invite the candidate to give general and open answers

- Closed. Closed questions give you an opportunity to get specific information from a candidate such as dates in a job. Can be useful to affirm facts and help get an interview started
 - Leading. Leading questions may be similar to open questions. Allow the candidate to discuss their answers in more detail
 - Competency. Competency based questions are designed to get specific situations with real life examples from the candidate.
This will help you predict how they may fair in the job with the skills they have gained from past experiences
 - Personality. An opportunity to discuss a candidates hobbies and interests and get to know their personality. Very important to see how they will integrate with existing employees and company culture
- ✓ Intervals. Try to allow yourself at least 10 minutes between interviews. Give yourself time to make thorough notes. When you start interviewing back-to-back you can find interviews start to blend into one experience!