

Interview Tips

Top Hint

Remember that you should speak no more than 10% of the allocated time

Once you've gone through the selection process you will have a shortlist of applicants going to interview. Being the key area of the whole selection process you'll have given it much thought. However, a hints and tips checklist is worth running through to see if there is anything else you can add to make sure you employ the right person

- ✓ Summary. Once the candidate has settled give a brief summary of how the interview is going to be conducted
- ✓ Structure. Keep the interview on track by sticking to a structure
- ✓ Time. You normally will be interviewing several candidates so keeping to a timeline is critical. Keeping a prospective employee waiting for too long will not give a good impression of the company
- ✓ Questions. You'll have a list of key questions you want to ask the candidate. Candidates are likely to be well prepared for cliché interview questions such as strengths and weaknesses. Have other questions prepared that will force them to think about the answer
- ✓ Examples. The candidate is likely to steer the interview towards examples of their work. However, if they don't, it's a great place to go to really understand their qualities
- ✓ Listening. Even employers can be nervous. To overcome this we often talk too much! Remember that you should speak no more than 10% of the allocated time. This is the candidates chance to sell themselves to you – so listen!
- ✓ Salary. At some point you should go deeper into the candidates existing base salary and other benefits. It's crucial you understand the package that will get them to accept the job
- ✓ Interests. If an interview has gone well it's a good idea to catch the candidate in a more relaxed position by discussing their hobbies and interests. It can offer a surprising insight into an individual and help give you an overall picture of how they might fit in within the team
- ✓ Questions, again. This time it's a chance for the candidate to ask you questions. Invite them to ask questions as they are likely to have prepared a few questions prior to the interview
- ✓ Closing. It's your job to finish up and keep control of the interview. Explain clearly the next stages of the recruitment process so the candidate is clear on what happens next
- ✓ Follow up. Whether successful or not you are legally bound to give feedback to candidates. These days candidates will expect feedback even if unsuccessful as it will help them improve for their next interview