

AN INTERVIEW GUIDE FOR EMPLOYERS



Everyone has their own individual interview style, we get asked to work with clients on their interviewing technique and on some occasions sit in on interviews with them.

Interviewing is where opinion can ultimately effect the process and where you essentially have to find a style that suits you and your organisation.

Remember, the interview is for you to assess the candidate, but the candidate will also be assessing if the role and company is right for them.

TOP POINTS TO TAKE INTO CONSIDERATION...

PERSONAL DETAILS

Talk through the candidate's personal details to give you a clear understanding of the candidate on a personal level. This is a great way to break the ice, reduce interview nerves and verify information about the candidate.

SKILL SET AND CAREER HISTORY

Gain a thorough picture of the candidate's current role and responsibilities to allow you to compare suitability for the role they are interviewing for. Talk through candidate's reasons for leaving roles as this can say a lot about a person.

THE ROLE

This is your opportunity to sell the role and the organisation. Be clear and honest about your expectations of the role, it is important to discuss the role in detail. You are the ambassador for the role and for the organisation.

THE PROCESS FOLLOWING THE INTERVIEW

At the end of the interview, outline what the next stage of the process will be. Will there be a second interview stage or will there be a direct offer? How quickly will feedback be relayed? Is there anything further you would like the candidate to do following the interview?

IS THE CANDIDATE INTERESTED?

If, at the end of the interview you feel that this candidate has the right experience, combined with the personal qualities you are looking for, it is definitely worth asking feedback from the candidate and finding out if they are interested in the opportunity. It is a simple, direct and honest question to ask. This also allows you to clearly assess your shortlist going forward.

