

# POINTS TO CONSIDER BEFORE CONDUCTING INTERVIEWS



In order to ensure you are fully prepared to carry out an effective interview process when recruiting a member of staff, here are some useful points to consider that will make your interview process more streamlined

## TOP POINTS TO TAKE INTO CONSIDERATION...

- ✓ DECIDE WHAT YOUR IDEAL CANDIDATE FOR THE ROLE WOULD BE
- ✓ ENSURE YOU HAVE A FULL JOB SPECIFICATION FOR THE ROLE
- ✓ DECIDE HOW MANY STAGES OF INTERVIEW SO YOU CAN PLAN EACH STAGE
- ✓ ELECT THOSE WHO WILL BE INVOLVED IN THE INTERVIEW PROCESS
- ✓ AGREE WHAT THEIR ROLE AND RESPONSIBILITY WILL BE THROUGHOUT THE INTERVIEW PROCESS
- ✓ DECIDE WHAT TYPES OF QUESTIONS YOU WOULD LIKE TO ASK AND WHY
- ✓ BE PREPARED WITH INFORMATION ABOUT THE ROLE AND THE COMPANY
- ✓ HAVE A LIST OF COMPANY BENEFITS AND EXAMPLES OF WHY A CANDIDATE WOULD LIKE TO WORK FOR THE COMPANY
- ✓ DECIDE HOW YOU WILL MEASURE THE SUITABILITY OF CANDIDATES

✓ QUALIFICATIONS

✓ WORK EXPERIENCE

✓ CULTURAL FIT

✓ ABILITY TO COMMUNICATE

### CHECKLIST

