



Recruitment Interviewing

Preparing to Interview

Preparing the Candidate

- Give them as much notice and information as possible, to make it easy for them to relax and demonstrate their skills and abilities.

Preparing Yourself

- Make sure that you are clear about what you are looking for - read the job description and person specification.
- Review application forms/CVs and prepare questions that you want to ask.

Preparing Other People that may be Involved

- Brief them on the positions being recruited for, the selection criteria you have set and the role you want them to play
- Allow them to read the applications themselves

Preparing the Environment

- Create a welcoming environment that is accessible and comfortable.
- Make sure that you will not be interrupted

Structuring the Interview

Welcome

- is about building rapport putting the candidate at ease, explaining the purpose of the interview, outlining the proposed structure and timing, and explaining any other points about the interview

Acquire

- should form the bulk of the interview (approx 70-75%). It is where you ask questions to gather information that will help you decide whether or not the candidate is suitable for the job

Supply

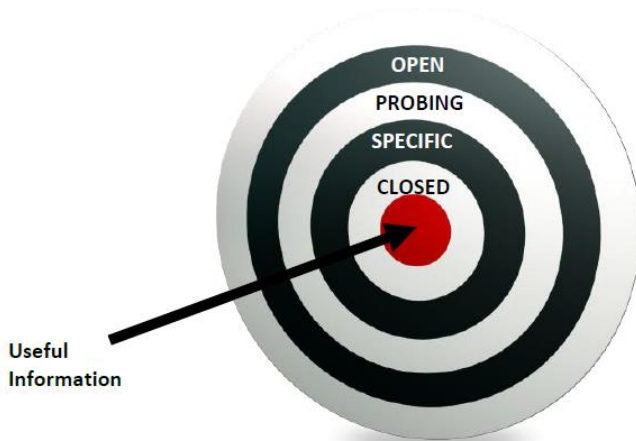
- is about providing information. Remember that a recruitment interview is a two-way process – just as you have to decide whether the candidate is right for you they have to decide whether they actually want the job

Part

- is about bringing the interview to a formal close, managing expectations about what will happen next, and saying thank you for their time



Acquiring Information – Targeted Questions



OPEN questions are very broad and aim to get the candidate talking

PROBING questions focus in on a specific part of their answer, and encourage them to give more detailed information

SPECIFIC questions allow you to extract very detailed information about a candidate's behaviour that can be used for making your decision

CLOSED questions are useful to summarise information or check simple facts

Making the Choice

- Refer back to your notes.
- Review ALL evidence against the job description and person specification. Don't compare candidates to each other – you may just choose the best of a bad bunch.
- Remember that NO evidence does not mean poor evidence.
- Ask for a second opinion (if others were involved in the process).
- Inform HR of your choice so that formal communication can go out to the successful (and unsuccessful) candidates.