



ARE YOU READY FOR THE INTERVIEW?

Have you reviewed the needs of the job?

- ✓ What are the necessary skills, knowledge and abilities required to succeed in the job?
- ✓ What characteristics are you looking for in the candidate?
- ✓ Is there an updated position description available for the candidate?
- ✓ Is this a full time / part time role?
- ✓ Have you researched the marketplace to understand the salary expectations for this role?

Who is conducting the interview?

- ✓ Who will be participating in the process & why?
- ✓ Who will be asking the questions?
- ✓ How many interviews are being conducted?
- ✓ Will the interviews include a panel, assessment centres and candidate presentations?
- ✓ Is there a timeline which will be explained to the candidate throughout the process?

Have you prepared the interview format & questions?

- ✓ Is there a set of questions you will ask to determine the candidates' experience?
- ✓ What style of interview will you conduct?
 - Behavioural Interview
 - Group Interview
 - One- on-one Interview
 - Panel Interview
 - Screening Interview/Telephone Interview
 - Structured Interview
 - Unstructured Interview

How to set up the environment for a successful interview?

- ✓ Select a place to conduct your interview, which has minimal distractions and interruptions.
- ✓ Be prepared with a copy of the candidates Resume, interview questions, paper, pen & water facilities.



What a typical interview format looks like

- **Build Rapport:** introduce yourself and the role you hold in the company.
- **First question:** “tell me a bit about yourself...”
- **Discuss the role:** what is it? Do not oversell or undersell the job!

Ask specific questions to probe experiences from the candidate;

- ✓ Ask Open ended (what, when, Where, how, why etc) and closed question to gather information.
- ✓ Direct questions relating to regulations and standards.
- ✓ Questions posing realistic scenarios, indicating how they would behave in a given situation (referred to as 'behavioural interviewing').
- ✓ Allow the applicant to talk 70% of the time.
- ✓ Take notes.
- ✓ Maintain eye contact.
- ✓ Observe body language.

Final stage of the interview:

- ✓ Ask the candidate if they have any further questions.
- ✓ Overview of the recruitment process - what are the next steps?
- ✓ Availability for second interview.
- ✓ Confirm contact details.
- ✓ Confirm list of referees, their contact details and how the candidate knows them.

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