

Preparing for an Interview

The interview is likely to be the first face to face meeting between yourself and your prospective new employee and first impressions are important. They will be trying to impress you, but equally it is important that they leave with a strong desire to join your organisation. Here are some tips to make sure this happens:

Make sure your receptionist, who ever is responsible for greeting visitors, is aware you are interviewing and that interviewees receive a suitable welcome.

Ensure that you are ready, on time and have all relevant documentation to hand. Punctuality and organisation show respect and appreciation.

Review the interviewees CV before starting the interview and tailor your questions to their specific experience. Give them opportunities to link their experience to your requirements and remember that good answers are often prompted by good questions.

Remember that interviewees will often have their own questions about your company and the role in question. Try to prepare for these and tie them into the flow of the interview.

If you are planning to show someone your department/offices, forewarn your team. Make sure someone's potential working environment is appealing.

Try to give feedback to the candidate as soon as possible, either in the interview or as soon as you have made a decision. This will be appreciated, even if they don't get the job.

If you would like to speak to us about any of the points raised in our Employer Advice please call us.