

4 Tips To Get The Best Out Of Your Candidates At Interview Stage

We have all been involved in interviews that go wrong. These tips will allow your candidate to feel more comfortable in the interview, responding to your questions honestly and showing their best side.

GIVE AS MUCH INFORMATION AS YOU CAN

The fear of the unknown can be a huge impact on performance. Provide the candidate with plenty of information about the process, so that they feel more prepared and in turn will feel more comfortable talking to you about themselves.

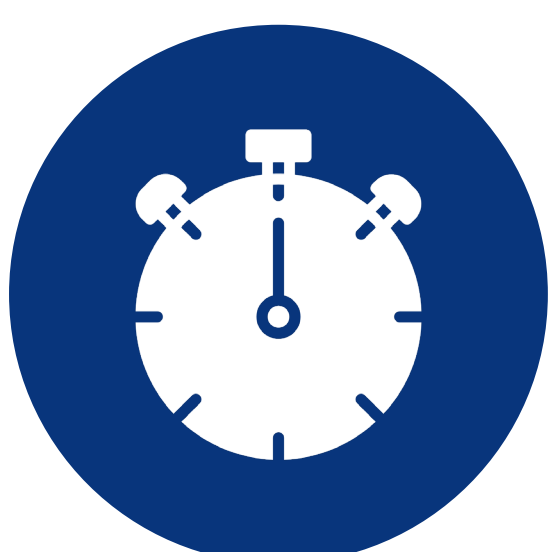


ARRANGE A PERSONAL GREETER

You may have planned to interview multiple candidates across a set day, and often these can overrun. Therefore it is a good idea to delegate one other person as the point of contact, other than yourself. This will enable them to greet candidates when they arrive and will also ensure that every candidate has a similar experience pre-interview.

FIRST IMPRESSIONS COUNT

Be friendly, smile and greet every candidate by name. A few words about the company from you will help to settle the candidate into the interview. Starting an interview isn't easy; some more informal, ice breaker questions often help to ease the candidate into the environment. All this will allow them to ease into the meeting and provide you with better answers to your key questions as the interview progresses.



GIVE CANDIDATES TIME TO RESPOND

Allow the candidate time to process your questions and formulate a response. Pauses, although uncomfortable for some, ensure the candidate has finished talking and said everything they need. It also gives the opportunity to ask relevant questions.