

4 Tips for Conducting an Interview

We know interviewing is a time consuming process. So we've put together a guide to conducting the perfect interview and how you should prepare in order to get the most out of every meeting.

PLAN

Read the candidate's CV beforehand and have your questions prepared

BE STRUCTURED

Follow a format and be consistent for each candidate

MAKE IT A TWO-WAY EXCHANGE

Strike a balance between talking and listening

VARY YOUR QUESTIONS

Use a mix of open, closed and competency based questions:

Closed questions -

Can be answered with either a "yes" or "no". These give you facts and allow you to find out information quickly

Open questions -

Deliberately seek more in depth answers and generally begin with "who, what, why, how, when, where or describe"

Competency based questions -

Selected based on the competencies required to be successful in the role