

Interview Tips – Employer*

This is an opinions based guide to interviewing a job seeker

We firmly believe an interview is not only an opportunity for you to find out a great deal of information about a jobseeker, but also an opportunity to sell your role and company to a potential colleague.

A lot of employers seem to ask a ton of questions, including awkward ones to test the jobseeker, but forget to inform the jobseeker about what the company is like, what the plans for the business are, what progression opportunities are available which is a all vital information for the person on the other side of the desk.

Don't get us wrong, we know there are certain questions that have to be asked to assess the jobseekers suitability, but we believe that to extract the best out of a jobseeker you need to make them feel relatively comfortable, not like they are in the firing line.

Structure an interview; know where the beginning and end are.
You could also highlight the agenda so that the jobseeker has an idea as to what will happen.

We think the basic structure works quite well like this:

Introduction – Let the jobseeker know who you are and what your function within the organisation is.

Set the agenda – Let the jobseeker know what you are planning on covering with them.

Questions – Ask them questions about their responsibilities, achievements and reasons for looking/leaving for each role they have worked in.

Their questions – Give the jobseeker time to ask you questions about the company and role. In our opinion a good jobseeker will be intrigued to find out more about you and the company.

Ending the interview – Thank them for their time and let them know what the next step will be. If you are successful you will be contacted by or if you are recruiting through a Recruitment Agency let them know to contact their consultant for feedback and any next steps if relevant.

*The information in this document is opinion based and is not intended as professional interviewing advice