
INTERVIEW TIPS FOR EMPLOYERS

In a competitive market, conducting a professional, structured, and detailed interview with a potential employee is a crucial step in the recruitment process. There needs to be a balance between getting and giving information, uncovering personal motivators, and highlighting the benefits of joining your company.

As a general guide, here is an interview tip sheet that will allow you to achieve the most from your upcoming interviews with candidates.

Best Practices

- Establish a rapport - explain how the interview will be conducted - **3 minutes**
- Obtain details on education history, interests/hobbies/sports Extracurricular activities - **7 minutes**
- Obtain details on employment history/current job - **15 minutes**
- Ask structured behavioural questions which test core competencies - **10 minutes**
- Determine career plans - **7 minutes**
- Provide information regarding the position and your organisation - **8 minutes**
- Applicant's questions - **8 minutes**
- Closing the interview - **2 minutes**

Conducting an Interview - Do's

- Seek applicant information on all the important criteria needed for successful job performance.
- Ask behavioural experience-related questions, structured competency-based questions, and specific examples.
- Ask follow-up, probing questions to pin down ACTUAL behaviour and the outcome.
- Spend more time analysing recent experiences than earlier experiences.
- Phrase questions positively rather than negatively.
- Determine the candidate's motivation and assess the "match" with your company's style and culture.
- Take notes.
- Give prompt and detailed feedback to your recruitment consultant.

Conducting an Interview - Don'ts

- Ask questions with complex sentence constructions
- Express value judgements in questions or observations
- Be affected by biases and stereotypes
- Make decisions too quickly
- Ask leading or theoretical questions
- Assume the candidate wants to work in your company
- Keep the candidate waiting for too long
- Talk too much, rather allow the candidates to speak more
- Introduce multiple job opportunities into one interview
- Make a job offer during the first interview



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Shortlist

To identify the ideal candidates for a position, a shortlist typically comprises two to four individuals, selected based on initial interviews and reference checks. A highly effective tool in this process is the Initial Interview Summary Sheet. This helps align each candidate's skills and qualifications with the key requirements outlined in the person specification, facilitating an efficient and straightforward comparison.

At Barclay Recruitment, we provide our clients with a **Confidential Candidate Report** which contains **relevant findings from the screening process and internal interview**, as well as **suggested questions and areas to explore** based on the client brief.

Top Questions to Ask in an Interview

- What has attracted you to this role?
- What are your expectations from your next employers?
- What are your major career achievements?
- What are your key strengths?
- What areas do you need to improve in?
- What are you challenged by in the workplace?
- Why did you leave your last role or are you looking to leave your current role?
- What kind of remuneration are you looking for?
- Why should you be hired you for this role?
- Where would you like to be in your career three years from now?

 292 Water Street,
Fortitude Valley, 4006

 07 3211 1433

 admin@barclayrecruitment.com.au