



Getting the Best Out of Your Candidate at Interview Stage

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We have all been involved, either as interviewer or interviewee, in an interview that goes wrong simply because a candidate is nervous. This could mean that you potentially miss out on a great hire, who is actually perfect for the role in hand.

It is in everyone's best interest to create an environment that is both comfortable and welcoming. Through doing this you are allowing the candidate to show their best qualities, which in turn allows you to find the best talent.

We have put together some tips on how you can make a candidate feel comfortable in an interview with your company.

GIVE AS MUCH INFORMATION AS YOU CAN

The part many candidates fear the most in the interview process is the unknown. Through providing plenty of information about your interview process, it enables the candidate to feel more prepared and in turn will feel more comfortable coming to the interview.

Practical information is also important; give candidates tips on your company culture and dress-code. If your office is difficult to find, give directions.

ARRANGE A PERSONAL GREETER

If you have a number of interviews in one day, it is often 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

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 situation and swiftly cooperate with you once the real interview begins.

GIVE CANDIDATES TIME TO RESPOND

During the interview allow the candidate time to process your questions and formulate a precise response, you'll only gain true insight by allowing them this time. 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.

LIMIT DISTRACTIONS

Your candidate is settled and comfortable within the interview and your phone rings, or someone interrupts the meeting to tell you something, this will only prove to unsettle the candidate. Let your candidate know they have your full attention.

Through doing all of these you'll see that candidates feel more comfortable in the interview, responding to your questions honestly and showing their best side – giving you the perfect occasion to truly assess their talent.

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