



Tips for Conducting an Interview

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Search the web for interview advice and you will be inundated with pages of tips and tactics aimed at the candidate interview process. These all promise to equip you with the skills to ace that interview and land yourself the dream job. But what if you're the one doing the interviewing? Well that's a different story – you've got to dig a bit deeper for that advice.

Interviewing is a time consuming business, and knowing what questions to ask can mean the difference between a successful meeting and one where you find out very little about what the candidate can actually do. Here at blueskies we have put together a comprehensive 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
- VARY YOUR QUESTIONS | use a mix of open, closed and competency based questions:

Closed questions - a closed question can be answered with either a "yes" or "no". These give you facts and allow you to find out information quickly

Open questions - open questions deliberately seek more in depth answers and generally begin with "who, what, why, how, when, where or describe"

Competency based questions - these are questions selected based on the competencies required to be successful in the role (i.e. questions that ask for examples of previous performance – the same questions to be asked to each candidate for comparison purposes)

- MAKE IT A TWO-WAY EXCHANGE | strike a balance between talking and listening
- DOCUMENT | it is essential you take notes during the process as these can help overcome the "halo effect" and allow you to compare all candidates after the process is complete
- BE CONSISTENT | interviews can often take unexpected twists and turns – being planned will help keep the meeting on track and allow you to steer the conversation back to the areas you need to cover

- TIMING | try and keep each interview to around an hour in length
- LEGALITY | observe the principles of equality and equal employment opportunities
- FEEDBACK | best practice is to give feedback to all interviewed candidates to ensure the candidate has a positive overall experience. Make sure that your feedback complies with the following- it must be:

balanced objective specific timely

- BE WELCOMING | make the candidate feel relaxed and be aware of your body language, turn off your mobile and ensure that you will not be disturbed and outline the structure to the candidate at the beginning of the process
- SELL YOURSELF | interviewing is a two-way street and companies are often competing for the best candidates. You need to make sure you are selling the benefits of the role and your company to all candidates. Even if they are not perfect for this specific requirement, who knows what may happen in future and you would like them to leave with a positive impression of your company.

Remember a good interview gets the best out of a good candidate.

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