

Interview Techniques

How do you want a candidate to see your company? How would you like the candidate to describe your company to their friends? The interview process revolves around you selling your job to the candidate and the candidate selling them self to you, in order for this to happen effectively the environment needs to be comfortable and relaxed for you both. If you want to see a person's best potential do you think being negative or aggressive is the best way to achieve this? People do not perform well if they are made to feel nervous or uncomfortable, and they will choose to accept a job based on their interview experience; can you afford to lose a good candidate?

Firstly you need to decide what skills and qualifications you really need for the role; an account's assistant will not have to demonstrate the same communication skills as a sales person, or the same resilience and competitiveness. Your questions should be tailored to each role. Secondly, do you want a mixed team of people with various skills or just a group of people that get the same results in a psychometric test? These tests should be a guide and part of the process, not the only factor. Keep an open mind about what experience you need from the person, do they have transferable skills that will enable them to do the job? The only way you'll know this is by open questioning, not blindly following a CV.

Remember people make quick decisions based on appearance, what impression do you want to leave the candidate with? A firm handshake, eye contact and a smile go a long way!

Don't forget you can use our interview suites and run through your questions with us at any time, that's why we work together.