

Conducting a professional interview

The key to a good interview is a clear structure.

Having a clear framework for interviewing will ensure that no questions are left unanswered and that you have a fluid, but *structured conversation*. It will also ensure you come across to the candidate as credible and professional. It's advisable to split your interview into three distinct areas: an introduction, core questions and then a conclusion.

Setting the scene

A good interview starts with a good introduction. In this part of the interview you're aiming to relax the candidate (so you get better answers later), maybe relax yourself if you're unaccustomed to interviewing, as well as setting the scene for what will follow and what you intend to cover.

It's also useful at this stage to give the candidate an insight into the company, its history and the future, as well as your background and how you fit into the company.

Core questions

This is where you ask the candidate to run through their CV in detail asking open ended questions on their relevant work experience. For example:

- Tell me about the team you have been working in
- What were your likes and dislikes in your past positions?
- Describe a typical working day
- What results did you achieve?
- What have been your biggest achievements?
- What didn't you like about your role, and what were your reasons for leaving?

Wrapping up the interview

This is the time to encourage the candidate to ask questions, giving you a last opportunity to sell your role and organisation. At this point, it's worth letting the candidate know the steps in the recruitment process and timelines you're working towards. If you feel the interview has gone well and you like the candidate, it may be worth reconfirming their pay and notice period and ask the candidate if they have any questions or reservations about the role. Finally ask them to call their recruitment consultant with their feedback once they have collected their thoughts.

Do you need further advice on conducting interviews?

If you are new to interviewing or if you want to ensure you are using the latest methods, (including competency interviewing techniques) contact us today 0141 889 5655