

## Quick Guide: Selection Interviewing

The purpose of the selection interview is to ensure that you chose the best candidate for the job and your company. You will have limited time to conduct the interview so need to use the time effectively. Follow the ten tips below to help you prepare for and to conduct the interview smoothly and professionally.

**Remember: Prepare ... prepare ... prepare...**

- 1. Make sure you know** who is coming for the interview. Read their application form and CV jotting down points that you will need to ask about. Know the job description and competencies required, plus the knowledge, experience, skills and qualities required to do the job.
- 2. Prepare questions** that you will ask the candidate to find out and to test their experience, knowledge, skills and attitude.
- 3. Book a meeting room** and divert all calls. Let reception know when the candidate will be arriving. Arrange refreshments.
- 4. Welcome candidate on time.** Introduce yourself and offer a seat and refreshments. It is handy to have some general 'chit chat' that you can make as you walk from reception to the interviewing room.
- 5. Establish rapport** and make the candidate feel at ease. Explain the structure of the interview and roughly how long it will take.
- 6. Encourage** the candidate to talk freely by asking open questions. Remain silent.
- 7. Also remain neutral** in your responses and your body language. Listen carefully with interest to their answers. Observe their reactions and make notes.
- 8. Explore concerns and points of interest** further by asking probing questions. Ask for examples of what they've done in the past which will be an indication of what they may do in the future.
- 9. Give information** about your company and the job. Check if they have any questions.
- 10. Wind up the interview** by explaining the next stage. Give an idea of when an answer can be expected. As soon as the candidate has left, take a few minutes to jot down notes about them. If appropriate, make a note of points that you would like to discuss at a second interview.

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