PRE AND POST INTERVIEW CHECKLIST FOR EMPLOYERS

TALENT JUNCTION
TIME TO THRIVE

COVERED IN THIS GUIDE

Preparation is always the focus of the *interviewee*, but how often do you prepare for interviews as the *interviewer*?

Bad interviews can reflect badly on an employer and almost certainly will not get the best out of your potential employee. Use our handy checklist to make sure you're prepared to attract top talent.

TOP TIP - Make sure your applicant or recruiter is aware of everyone on the interview panel and any unexpected interview techniques (i.e presenting, tests etc). Interviews are already nerve-wracking without being thrown in at the deep end!

"FAIL TO PREPARE, PREPARE TO FAIL"

As the age old saying goes.. "fail to prepare, prepare to fail". Before you start your interviews, make sure you take some time out to ensure that you are ready to engage your potential new employees.

Even in tough markets, good candidates will go quickly and even more so, will consider their options carefully before making any decisions. It is crucial to ensure that you are able to provide an environment where candidates will feel comfortable, interested and valued.

Remember, they have given up their precious time to prepare for, and attend your interview. They will most likely have other interviews going on to compare their experience to and you most certainly want to shine among other employers.

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PRE INTERVIEW CHECKLIST

Review the Job Description:
- Fully understand the requirements and responsibilities of the role.
- Be familiar with the key qualifications and skills needed.

Review the Candidate's CV & Application:
- Study the candidate's experience, education, and accomplishments.
- Note any areas where you need clarification or further details.

Prepare Interview Questions:
- Draft a mix of behavioural, competency-based, situational, and culture-fit questions.
- Tailor questions based on the specific role and the candidate's background.

Set Expectations for the Interview:
- Define the interview structure (e.g., introduction, questions, candidate questions, closing).
- Establish the length of the interview.
- Decide on key points you need to cover.

Coordinate with the Interview Panel (if applicable):
- Ensure everyone involved in the interview process knows their role.
- Avoid overlapping questions by aligning on what each interviewer will cover.
- Share any relevant materials with the panel.

Prepare the Interview Environment:
- Ensure the room is quiet, private, and professional (for in-person interviews).
- Test video conferencing software and internet connection (for virtual interviews).
- Remove potential distractions.

Prepare for Candidate Questions:
- Be ready to answer questions about the company, team, work environment, and career growth.
- Be familiar with the company's mission, vision, values, and current initiatives.

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DURING THE INTERVIEW

Start with Introductions:
- Introduce yourself and the company.
- Provide an overview of the interview structure and set the tone for the conversation.

Create a Comfortable Atmosphere:
- Engage the candidate with a friendly and open demeanor.
- Offer water or check that the candidate is comfortable (for in-person).

Ask Prepared Questions:
- Stick to your planned questions while allowing the conversation to flow naturally.
- Follow up on the candidate's responses for clarification or elaboration.

Listen Actively:
- Pay close attention to the candidate's answers.
- Take notes on key points without being overly distracted by note-taking.

Assess Non-Verbal Cues:
- Observe the candidate's body language and level of engagement.
- Look for consistency between what they say and how they present themselves.

Provide Information About the Role and Company:
- Discuss the role in more detail.
- Explain the company culture, team dynamics, and growth opportunities.

Allow the Candidate to Ask Questions:
- Ensure time is set aside for the candidate to ask questions.
- Answer honestly and thoroughly.

Maintain a Professional and Positive Tone:
- Avoid overly critical or aggressive questioning.
- Maintain neutrality and professionalism throughout the interview.

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POST INTERVIEW

Thank the Candidate:

- Express gratitude for their time and interest in the role.
- Provide a timeline for the next steps in the process.

Evaluate the Candidate:

- Review your notes and assess the candidate's responses.
- Consider how well the candidate aligns with the job requirements and company culture.
- Use a scorecard or rating system to evaluate various aspects of the candidate's performance (e.g., skills, cultural fit, communication).

Discuss with the Interview Panel (if applicable):

- Share impressions and insights with other interviewers.
- Compare notes and ratings to come to a consensus on the candidate's fit.

Follow Up with HR/Recruitment:

- Share your evaluation and recommendations with HR or the recruiting team.
- Ensure the candidate is promptly informed of the outcome or next steps.

Reflect on the Interview Process:

- Assess the effectiveness of the interview questions and structure.
- Make improvements for future interviews based on what worked well and what could be refined.

Good luck with your interviews.

DID YOU KNOW?

Talent Junction will not only coordinate interviews arranged through us but can conduct them with you if you wanted some extra support. Our interview support ranges from hosting assessment centres to one on one interviews. Contact hello@talent-junction.co.uk for more information.