People at WORK
HR SERVICES LTD

INTERVIEW CHECK LIST

BEFORE THE INTERVIEW.

Communicate directly with the candidate or agency to confirm time, date and location of interview.

Book meeting room and, if appropriate, send meeting request to colleague(s) who are attending

Make sure that you have gone through and have copies available of candidate's CV and the Job Description, Person Specification and any other relevant documentation (competency grid, recruitment advertisement, etc).
Plan your questions using the competency frameworks as a guide.

Candidate arrival
- Welcome in Reception and offer refreshments
- Take candidate to meeting room
- Ask about journey to the office, (note any negativity).
- Try to create a relaxed but professional environment and 'sell' the benefits of working here.

First impressions work both ways.

Before starting
- Introduce yourself and colleagues (name, job title, responsibilities, length of service, etc)
- Explain format of interview and overall process and expected timelines
- Confirm that you will be taking notes, invite the candidate to do the same
- Confirm the nature of the role under discussion

First question
"So, why have you applied for this role?"
- Ask further OPEN questions (closed ones just to confirm details)
- Go through competency framework and candidate presentation.

Make sure that you ask about
- Specific experience
- Training or education
- Aspirations & ambition
- Ability to influence others
- Commercial awareness

Make sure that you do NOT
- Ask leading questions
- Ask questions about the candidate's personal life
- Talk more than the candidate does

• Make assumptions
• Settle for generalisations or vague answers – probe

Please also make sure that the candidate has ample opportunity to ask questions – note them and answer as fully as possible.

CLOSE THE INTERVIEW.

Reiterate process, timescale and communication methods, give brief feedback if requested and ***thank the candidate for their time***.

It may be appropriate to obtain reference details and permission to contact them at this stage.

SECOND SATGE (IF REQUIRED).

As before, but ideally select different members of staff so that as many views as possible can be taken into account.

Make sure that you have considered any additional information received since the first stage (references, agency, candidate or colleague feedback, etc) and inform the candidate of any changes to the role requirements or the recruitment process or timescales.

First question
"So, do you have any questions or thoughts that have come up since we last met?"

Go through further questions and more detailed competency framework, presentation, etc.

Confirm the candidate is content with the terms and conditions on offer and obtain permission to contact references if this has not already been done.

Confirm candidate is eligible to work in the UK and explain that we will require proof of address & identity if they are successful. Also confirm that the candidate does not have a criminal record that would need to be disclosed under the Rehabilitation of Offenders Act 1974. A conviction becomes "spent" after the elapse of a defined period of time, allowing a job applicant to be treated for most purposes as if his or her conviction had never occurred. The rehabilitation periods are cut in half where the person was under 18 years of age at the time of his or her conviction.

It may be appropriate to conduct a brief tour of the building at this point and introduce candidate to key members of staff.

You then need to make a decision and communicate with all applicants.