

How to Interview someone for a job

Interviews are an integral part of the hiring process. Asking the right questions during a job interview can significantly increase your chances of hiring the right person as well as reducing wasted time and money. Without an effective interview process, you may end up hiring a person who is not the right fit for the company, the position or both.

Preparation:

- ✓ Set aside a minimum of 30 minutes for each candidate
- ✓ Do your research on the candidate before they arrive
- ✓ Have all information on the candidate available
- ✓ Know what you are looking for in a potential employee
- ✓ Follow a consistent interview structure
- ✓ Ask the right questions
- ✓ Be clear about what the job will require and what you are looking for
- ✓ Determine how you will rate each candidate

Employers should:

- ✓ inform applicants in advance of the interview details, including its duration, format and what is required for preparation
- ✓ use open questions to get the candidate to describe themselves in more detail
- ✓ frame the interview questions to line up with the criteria for the job
- ✓ focus on the candidate's own contribution, not that of a team as a whole
- ✓ probe skill levels by asking, for example, for details of what is the most difficult thing the candidate has achieved using this skill
- ✓ be careful to ensure that any notes they make during an interview are objective and relevant to the criteria for the job in question.
- ✓ ensure that male and female candidates are not asked particular questions in different ways
- ✓ seek evidence of where the candidate has trained or coached others in using this skill
- ✓ Explain how the vacancy or new post has come about
- ✓ Describe the job and the responsibilities in more detail

Interview Questions you could ask:

- ✓ What do you know about this company and why do you want to work here?
- ✓ What skills and strengths can you bring to this position?
- ✓ Can you tell me about your current job?
- ✓ Why are you leaving your current job?
- ✓ Can you tell me about a time when you had a disagreement with a boss or colleague and how did you handle the situation?
- ✓ Do you work best alone or on a team?
- ✓ Where do you see yourself in the future?
- ✓ How do you manage deadlines?
- ✓ In your most recent role, was there a time when you had to overcome a significant challenge?
- ✓ What's the most interesting project you've worked on in a past position?
- ✓ What's one fact about yourself
- ✓ Do you have any questions for me?

Employers Should not:

- ✓ ask questions related to health or disability
- ✓ ask female or male candidates questions about their childcare responsibilities
- ✓ ask any questions that would require applicants to disclose their age
- ✓ pin candidates down on specifics about past roles and their context
- ✓ ask applicants to describe past situations when they faced and overcame difficulties
- ✓ accept vague information from candidates:
- ✓ accept generalised information from candidates: