

CONDUCTING THE JOB INTERVIEWS



Quite often it can be more daunting to sit on the client side of the interview table than on the candidate side. We have outlined some tips in the article below to guide you through the interview process and discover ways to put yourself and the candidates more at ease.



1 SCHEDULING AND STRUCTURING THE INTERVIEW

It is generally advisable to conduct interviews over a 1-2 day time frame to allow ample time for each interview whilst at the same time keeping them all near enough to each other to allow easier recollection of conversations and enable cross-candidate comparisons. Ensure that you schedule enough time for each interview to allow for a comprehensive conversation - you want both parties to feel they've been given the opportunity to explore their respective areas of interest.

It's a good idea to schedule breaks in between interviews so you have time to make notes about the interview while the meeting is fresh in your mind. It's equally important to allow yourself time for to refuel and recharge as you owe each candidate the courtesy of being fresh for their meeting.

When scheduling interviews, we advise showing some flexibility to candidates who may find it difficult to attend during normal business hours. Remember, that their current employer is more than likely unaware that they are interviewing with you!

When you arrange the interviews, explaining the anticipated format and process to the candidate prior to the interview can do a lot to alleviate nerves and create a positive impression of your organisation as being both well organised and respectful.

2 DURING THE INTERVIEW

We recommend starting with an overview of the company and a topline summary of what the vacant role entails, before starting in on the questioning process. Once the interview is underway, hiring managers can put nervous candidates at ease by nodding and smiling occasionally or by leaning slightly forward and demonstrating interest in what the candidate has to say.

Making a difference to the people making a difference

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2 DURING THE INTERVIEW

continued

Throughout the interview, in addition to evaluating the candidate's qualifications, skills and experience, we also recommend paying attention to other "softer signals" such as enthusiasm, personality fit, body language, etc as these often provide additional insights into the candidate.

Be sure to take notes to avoid relying on general impressions. Do this as unobtrusively as possible to avoid distracting the candidate or making them excessively self-conscious.

3 A FEW TIPS WHEN INTERVIEWING

- ✓ Active listening is an important part of the interview technique. Try to listen intently to what the candidate is saying rather than focussing on what you are going to say or ask next.
- ✓ Look for the type of language used. Does it sound authentic and like a true reflection of the individual or does it feel rehearsed?
- ✓ Whilst being mindful that an interview can be a stressful experience for the candidate, be aware of their body language. Non-verbal cues can help you paint a more complete picture of the candidate.
- ✓ Does the candidate appear interested and engaged? Does he/she make eye contact?
- ✓ Does the candidate give the impression of being confident and competent?
- ✓ Stick primarily to the questions related to the role and the candidate's skills and experiences relevant to the role. You need the candidate with the best skills and experience for the job, not the one you like the best.
- ✓ If the conversation begins to veer away from your planned discussions try to bring it back on track.
- ✓ Don't make snap judgements. Give the candidate the time and opportunity to enlighten and surprise you.
- ✓ Avoid forming a definitive opinion until after the interview. It is critical that you evaluate the responses objectively and in the context of all the candidates you will be interviewing.

The team at Curamoir Healthcare Recruitment are always here to assist with any aspect of your job search. Just drop us an email or give us a call to discuss how we can help.

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4 SHORTLISTING THE BEST CANDIDATES

All internal stakeholders involved in the shortlist decision making, should challenge each other to be consistent and fair with their evaluations and compliant with legal requirements when determining which candidates will progress to the next round. We recommend conferring with one another after each round of interviews.

Key points to consider when deciding who to include in your shortlist:

- Do they have the necessary skills, qualifications and experience?
- Do they seem motivated to join the organisation?
- Are they a good fit with the company culture?
- How well did the candidate answer all the questions?
- Who displayed a confident manner?
- Which candidate connected best with the interview panel? Made good eye contact?
- Note signs of unprofessional attitude eg. Being untruthful about experience or qualifications, being poorly presented, or being late for interview.
- Are all the internal stakeholders in agreement?
- Decide if Aptitude Testing is necessary. These tests have pros and cons.
- Finalise Shortlist with reference checks.

Finally, looking at your own entity's top performers as the qualities they bring to the table can help set a benchmark for the traits and qualities you are looking for in selecting your final candidate. Your recruitment consultant can also be a good sounding board at various stages of the process towards making a final employment decision.

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