



Interviewing tips for the interviewer

Although most people have been interviewed multiple times during their career becoming the interviewer can sometimes feel a little daunting. Below we look at some of the key areas to focus on to ensure you are getting the best out of the candidates you interview.

- **Prepare questions in advance:** it may be tempting to go into the interview thinking the conversation will naturally flow – however – this is not always the case and an unstructured interview can leave the candidate with a negative first impression. It can also make it difficult to compare candidates and their suitability for the job. Ensure you have a list of questions you would like to cover in the interview relating to the requirements of the role. Also include some behavioural questions to help ascertain if the candidate will be a good cultural fit for your team.
- **Help get the best out of the candidate:** great interviewers have the ability to draw great answers from even the most nervous of candidates. Ensure you are warm, welcoming and approachable to help put the candidate at ease and consider stepping in with follow up questions if you feel they haven't initially grasped a question or answered as fully as they could have.
- **Consider an interview agenda:** depending on the role and your company, you may like to put together an official agenda for the meeting that can be shared with the candidate beforehand. This can help both you and the candidate get the most out of your time together.
- **Read the candidate's CV in advance** – ensure you allow time to read the candidate's CV again in advance of the meeting and consider jotting down some specific questions you would like to ask them in relation to their experience.
- **Do you need to set a task or technical test?** Setting a task or a technical test can be a great way to help you decide if the candidate will be a suitable match for a role. It is important to consider whether this is an essential part of the recruitment process – however – as it can cause delays and you may risk losing candidates if you are slower to offer than your competitors.



- **Remember an interview is a two-way street:** while the interviewee will be doing everything they can to impress you during your meeting, it is vital to remember that it is your job to help convince them that both the role and your organisation would be a great next step for them in their career. The best candidates often receive multiple job offers so it is important to make your role and your company stand out from the crowd!