

"SO, WHY DON'T YOU TELL ME ABOUT YOURSELF?"

INTERVIEWING

This is the most frequently asked interview question and is not a bad place to start....but be innovative and remember to challenge your candidates.



A job interview has two primary objectives: First, to find out if the candidate has potential or is qualified for the job; and second, to provide the candidate with information about the position and the organisation. To ensure the right person is hired, it's essential that all candidates have the same opportunities to demonstrate their enthusiasm and qualifications and to ask questions. If interviewers hope to find the "right person", they need to have a strong idea of what they're looking for, and they must also have useful questions prepared to help identify the right person.

The obvious choice is not necessarily the right choice... self motivation, enthusiasm and creativity are valuable characteristics that can be harnessed to create the ideal candidate.

Anonymous

HERE ARE SOME EMPLOYER INTERVIEW TIPS:

- ★ Schedule the same amount of time for each candidate.
- ★ Choose an environment free of distractions.
- ★ Based on individual resumes/applications, prepare some specific questions you want to ask the applicant to help you further understand his or her experience, knowledge or potential.
- ★ Focus on learning about the person's experience, abilities, and personal qualities.
- ★ Ask open-ended questions.
- ★ Don't forget to take notes on candidate responses.
- ★ Create a comfortable environment. Provide water, tea, or coffee. Anticipate nervousness.
- ★ Focus on questions that help you assess ability and fit with your organisation.
- ★ Don't always schedule interviews very early or very late in the day. Make interviewing a priority. Don't sandwich interviews in between other meetings or tasks.
- ★ Give candidates sufficient time to answer the questions. Don't be afraid of silence.
- ★ Frame your questions around the job description.
- ★ Ask consistent questions but be flexible enough to assess each candidate's individual capabilities and qualities.
- ★ Probe for details from candidates if you feel you are not getting a complete answer.
- ★ Role-play and simulation activities can also give an indication of how candidates may perform in a role – but note that this approach does not suit all candidates or positions.
- ★ Do not allow one stunning quality to overshadow the potential red flags.
- ★ Don't dominate the interview. An interview should be a two-way conversation.
- ★ Encourage the candidate to ask questions.

- ★ Always check references. This is a fundamental step as some candidates are skilled at telling you what you want to hear. Thoroughly checking references verifies their claims.
- ★ Look beyond the obvious when reference checking – one of the best questions for a referee is “Would you employ this candidate again if given the chance?”
- ★ Don’t discount enthusiasm.
- ★ Establish a rating system based on candidates’ experience, motivation, enthusiasm, education, and communication skills. By documenting your rating scale for each candidate, you will be able to keep track of all candidates and your first impression of them. Too often the first candidates are forgotten.

SAMPLE INTERVIEW RATING TOOL

Position: _____

Date: _____ Applicant: _____

Interviewer: _____

RATINGS:

Strong - candidate definitely deserves further consideration.

Moderate - candidate has some strong qualities - deserves further consideration.

Weak - candidate does not deserve further consideration.

Skills Being Evaluated	Candidate Rating	Comments
Motivation		
Enthusiasm		
Communication Skills		
Skill 1		
Skill 2		
Skill 3		
Qualifications		
Relevant Experience		

