



Recruit with Results!

Agenda

- How to eliminate the candidates you don't want quickly and focus on the great candidates
- How to interview so that you only get the right result
- The best form of questioning – and the best type of evidence

Eliminate Quickly

- Clearly developed, attractive advert
- State key requirements
- Shortlist – sift applications quickly!



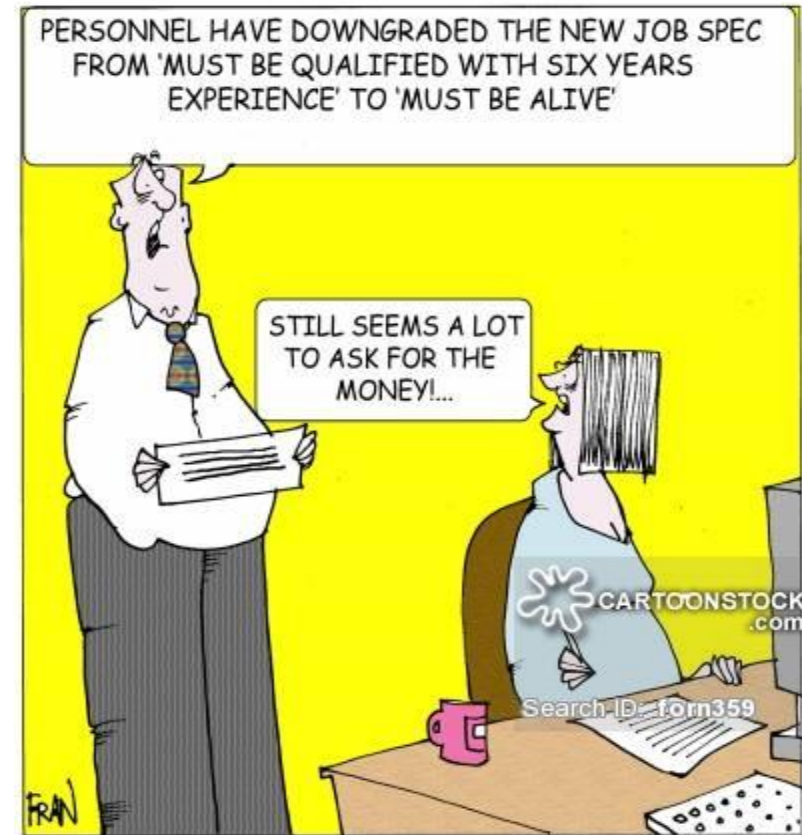
How do you select those to interview?

Prepare a Person Specification and Interview Checklist

What do they do?

How are they used?

Why are they important?



Benefits of the Structured Interview

- All candidates are treated the same and asked for the same information
- Discrimination and adverse impact are reduced because candidates are less likely to be asked inappropriate questions
- Interviews are focused only on the requirements of the job
- Interviewers are consistent in the way they conduct the interview

Types of Interview Questions

- Open Questions
- Closed Questions
- Probing Questions
- Summarising Questions
- Leading, Loaded and Multiple Questions
- Criteria-based Questions

Criteria-based Questions

1. Gather evidence of candidate behaviour using "competencies" that demonstrates how they have behaved in the past
2. Ensure you use questions linked to those competencies, to derive evidence of candidate suitability
3. Check both positive and negative evidence after the interview from examples given

Note Taking – Why?

- To help you remember what the candidate said in the interview
- To demonstrate that the fair process was used when making a selection decision
- To ensure that feedback can be given to the candidate at a later date
- To fulfil legal requirements under equality legislation



Note Taking Tips

- Tell candidates you will be taking notes
- Write what was actually said – not your judgment
- Plan 15 minutes between interviews to write up extra information
- If there are more than two interviewers when one asks a questions the other should take the notes

Discriminatory Questions

- Do you plan to have children in the near future?
- What religion are you?
- Where were you born?
- What child-minding arrangements have you made?
- How will you, as a woman fit in to an all male team?

IF IN DOUBT - DON'T ASK!

Thank you!

