

"We engaged Rachel to find us a rare diamond. The net result is that we have a new employee that is perfectly suited to the role"

Lynne Lister, X-Press Legal



Top Ten Interviewing Tips

- 1 First and foremost, **prepare** for interviews well in advance!
- 2 Ensure **interview conditions** are the same for all candidates- location, interviewers, questions...
- 3 Don't just use one interviewer; **two heads are better than one.**
- 4 **Settle the candidate in** at the beginning of the interview as you won't get the best from a quivering wreck.
- 5 Focus on questions which **address the requirements** of the role, both technical and behavioural...
- 6 ...and **avoid** at all costs questions which could be considered directly or indirectly sexist, ageist, racist or in some other way discriminatory.
- 7 Write down the **answers** so you don't forget them...
- 8 ... and use an objective **marking** scheme to rate the answers.
- 9 Give the candidate an opportunity to ask questions...
- 10 ... **and conduct yourself well throughout as it's important to remember the interview isn't just for you to see whether you like the candidate. It's also the candidate's opportunity to see whether they'd like to work for you and your company.**

Don't jump headlong into a recruitment campaign before you've thought it through



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RECRUITMENT

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It can cost up to **5 times** the employee's salary to **replace a bad hire . . .**

so if you're not sure, don't do it!

The Employer's Perspective

01 PURPOSE

- Do we need this role? **Why?**
- What will be the key accountabilities and responsibilities of this role?
- What qualifications, skills and experience does the role holder require?
- What attitudes and behaviours does the role holder require?
- What are the implications?
- What are the alternatives to recruiting?

02 PROCESS

- **How** are we going to acquire someone for this vacancy?
- Advertising ● Selecting

03 PAY-OFF

- **What** are the desired outcomes for the company, of having this role in place?
- Can we measure them?

If all 3 work together, the recruitment campaign is more likely to succeed.



Hire with Confidence