APPENDIX 2L – EMPLOYERS’ HANDBOOK

**INTERVIEW PRACTICALITIES AND STRUCTURE**

**Preparation on the day**

• Ensure that you are on time and that you have agreed the format of the interview in advance with the other panel member(s).

• Check that the room is tidy and that it is not too hot or too cold.

• Have a glass of water for the candidate (and the panel).

• Have a pen and paper for the candidate.

• Prevent interruptions e.g. have a notice on the door saying “Interview in progress”, divert phone.

**The interview itself**

• Welcome the candidate with courtesy and genuine interest. Body language and eye contact are indicators of interest.

• Introduce yourself, your position and its relationship to the position you are interviewing for. Introduce the rest of the panel.

• Outline the structure of the interview e.g. X will start by going through the application form and career history, covering more technical areas, followed by Y who will focus on more general skills. Explain that there will be time at the end of the interview for any questions the candidate may have.

• Explain that the interviewers may take notes.

• Ask questions related to competencies as agreed. Do not interrupt the other panel members and try not to contradict each other.

• Stick to questions related to the criteria. You have a limited amount of time so do not get distracted by topics of personal interest.

• Ask if the candidate has any questions. Refer to prepared FAQs (relating to benefits, culture, products etc) with consistent answers.

• Check availability and notice required.

• Explain next steps. Refer to FAQs.

• Thank the candidate and show the candidate to reception.

**Note:** Remember that you are selling the company. Give the impression that the interview is the day’s top priority.