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.