

RECRUITMENT AND SELECTION - INTERVIEWING

Interview Day - Preparation

1. Venue and access
2. Notice of attendance - minimum of 1 week.
3. Seek confirmation of their attendance.
4. Check interview room facilities
 - Layout
 - Display of company products (organise)
 - Interview list (and copies for Reception)
5. Interview file (for each applicant) - highlight questioning/probing areas on letter/CV.
6. Interview assessment.

Interview Format

There are many and varied types of interview each with their merits and personal appeal. However, an initial interview really consists of three sections:

1. Gaining as much information as possible about your candidate.
2. Giving as much information as you wish regarding the job and the company.
3. Verifying (by a variety of methods) whether the candidate would be able to perform the job successfully and answering the questions raised during the interview.

Information to Supply

- Explanation of the job, if necessary go through the job description
- The conditions of employment – such as, hours of work, salary, holidays
- Company benefits
- Extra benefits
- Future advancement and promotional possibilities
- Information on the Company