



Helpful tips for Interviewers

At 1st Choice, we understand the pivotal role interviews play in securing top talent for your organisation. Here are some top tips to ensure you get the most out of every interview:

Preparation is Key

Before the interview, thoroughly review the candidate's CV and any other materials provided. Familiarise yourself with the job description and prepare relevant questions to delve deeper into their skills, experience, and cultural fit.

Encourage Authenticity

Create an environment where candidates feel comfortable being themselves. Encourage honesty and authenticity, allowing them to showcase their true personality and values.

Create a Welcoming Atmosphere

Put the candidate at ease by starting with a friendly greeting and introducing yourself and the interview panel. Offer them a drink and ensure they feel comfortable before diving into the questions.

Probe Deeper

Don't hesitate to ask follow-up questions to gain a deeper understanding of the candidate's responses. Dig beneath the surface to uncover their thought processes, problem-solving abilities, and decision-making skills.

Use Structured Interview Techniques

Structure your questions to cover key competencies required for the role. Utilise techniques like STAR (Situation, Task, Action, Result) to gather specific examples of the candidate's past experiences and accomplishments.

Sell Your Organisation

Remember, the interview is a two-way street. Take the opportunity to showcase your organisation's culture, values, and opportunities for growth. Highlight what makes your company an attractive place to work.

Active Listening

Pay close attention to the candidate's responses, allowing them to fully articulate their thoughts before interjecting. Take notes to capture important details and ensure you're fully engaged in the conversation.

Manage Time Effectively

Keep track of time to ensure you cover all planned questions within the allocated interview period. Avoid rushing through questions or cutting the candidate off prematurely.

Observe Non-Verbal Cues

Pay attention to the candidate's body language and tone of voice. Non-verbal cues can provide valuable insights into their confidence, enthusiasm, and sincerity.

Provide Feedback

After the interview, provide constructive feedback to the candidate, regardless of the outcome. Offer insights into their strengths and areas for development, helping them to grow professionally.