

HOW TO GET THE MOST FROM YOUR INTERVIEW PROCESS

8 STEPS TO SECURE THE TOP TALENT



1) PACE

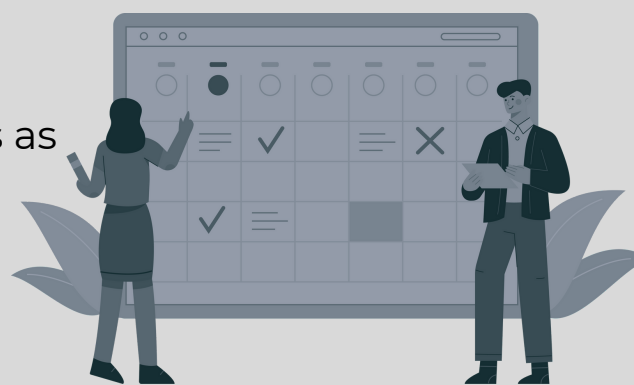
Move as quickly as you can to reduce the risk of candidates getting snapped up! Try to avoid too many stages, one virtual and one face to face works well!

Try to engage candidates as quickly as possible – even if its just an initial phone conversation if schedules won't allow for an actual interview.

2) BE FLEXIBLE

Be flexible with interview dates/times if you can, don't have a set day to interview all candidates. Give yourselves as many options as possible by interviewing ALL potential candidates.

In today's market, it's likely that candidates have multiple roles they are interviewing for so the more options you have, the better!



3) ENGAGE THE CANDIDATE

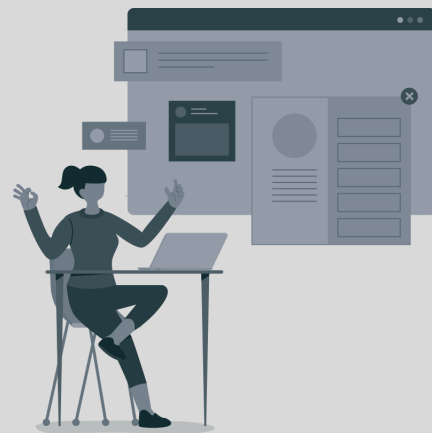
Sell your company and the role to the candidate, why is your role better than others? Try and give the candidate a chance to ask questions and really show that you've read the candidates CV by relating your questions to their experience if you can.



4) 2 STAGES MINIMUM

Two stages minimum – 1 stage can really put candidates off – too rushed, too desperate – the interview process is important for both parties to gauge if it's a right fit.

Bear in mind that a task or presentation can be useful to show if the candidate can do the role in a practical sense and not just in theory.





5) DON'T MAKE GREAT TALENT WAIT

Try not to leave too big a gap between first and second rounds, to keep the momentum going on the application.

6) BE HONEST

Be honest – particularly around work environment, culture, hybrid/remote working expectations.

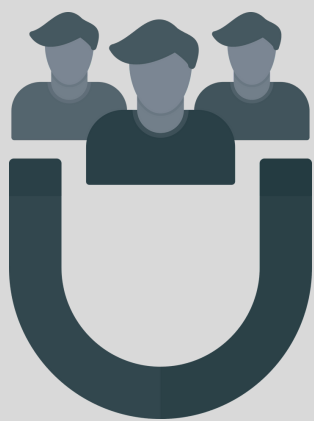
If you have something to shout about, SHOUT ABOUT IT! Candidates are often dissatisfied with their current benefits package so if you can give as much detail as you can about your working culture, this will illustrate your work environment as a huge selling point.



7) BUILD RAPPORT

Be friendly and build rapport, adopting a more conversational style – candidates will perform better if they are relaxed.

Video interviews are great, but final stage interviews in the office give the candidates a chance to see the office and sample the culture, always include an onsite interview for one stage if you can.



8) FEEDBACK

Give detailed and constructive feedback this helps the candidate in their job search and will also help us with tailoring our search.

Make sure to provide feedback on CVs within 48 hours as a maximum, where possible, so that the candidate remains engaged in the process.

