

# DEVELOPING EXCEPTIONAL RECRUITERS

## Face to Face interview

### Interview Form

- 1.Introduction
- 2.Q&A
- 3.Behavioural Based Interview Questions
- 4.Their Search
- 5.Your Company-An Overview
- 6.Candidate Control
- 7.Feedback
- 8.Referrals

### Introduction

To set the tone of the interview and to also make a candidate feel comfortable, it is important that we provide them with an overview of what is going to happen in the interview.

“Thank you so much for coming in. Just to provide you with an overview of what you can expect today- we will talk about your background in a bit more detail and what you are looking for, and then I will give you an overview of working with us, the role we have available (if there is one) and what to expect as the next steps. I will also provide some feedback to you at the end of this interview, if that is OK with you?”

### Q&A

Provided below is a base line of questions you will need to ask the candidate, however it is important that this part of the interview is conversational and that you demonstrate an understanding of what they do by asking them role and industry specific questions.

### **Most recent positions x3:**

- Can you talk me through your most recent position? Include the role and the culture
- What did you enjoy about this role/ what didn't you enjoy?
- What were your key achievements?
- What was/is your reason for leaving this role?
- What was/is your salary for this role?

Position 4 onwards - An overview of “the story” of the Candidates history

### **What 3x Behavioural based interview questions will you ask based on the role/roles you have available:**

- 1.
- 2.
- 3.

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## Their Search

It is important we get a clear understanding of what the Candidate is looking for so we can help with their job search.

If you have a specific role to discuss with them, please do so here, and relate the position back to their “Most Important Things”

Questions to ask:

- What is your ideal role?
- Which industries do you enjoy working in?
- What is your ideal location?
- What types of Culture suits you best?
- What are your salary expectations? (include minimum to ideal salary)
- What are your 3 Most Important Things?
- What would you not consider?

## Your Company: An Overview

It is important that we provide candidates with a comprehensive overview of our agency and why they should partner with us.

This should include:

- Our experience and key achievements as an Agency
- The roles we recruit and the clients we work with
- Benefits of working with us (link this to your agencies values and USP's)

## Candidate Control

It is important that we understand where the candidate is at in their job search so we know the likelihood of being able to place them.

### **1. Other opportunities:**

- What stage are you currently at with your job search?
- Do you have any interviews scheduled or due to be scheduled?
- How many agencies are you registered with? What roles have they spoken to you about?

### **2. Counter offer introduction:**

- Do you understand why you may be offered a counter offer/what a counter offer is?
- Is your current company likely to offer you more money or another role to stay?
- How likely would you be to accept that offer and why?
- Would this fix your reasons for wanting to leave?



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## 3. Exclusivity

- Over 72 hours we will do the leg work for you- we will approach companies on your behalf and work proactively to secure you interviews
- You only have 1 key point of contact reducing the amount of time dealing with different recruiters/interviewing

## Feedback and Next steps

- What did they do well in the interview with you, what can they do better?
- Answer any questions they have and thank them for their time
- Confirm when they can expect to hear from you next



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