

DEVELOPING EXCEPTIONAL RECRUITERS

Interview preparation template

Information you will need to provide in the Interview Confirmation:

- Interview format/structure/types of questions/length
- Location and directions
- Who they are meeting- Job Title, LinkedIn profile, personality and background
- Company website, job description, company overview
- Anything else they need to prepare

Schedule a call with your Candidate the day before the interview and ask:

- Have you researched the Company and the person you are meeting?
- Have you reviewed the Job Description?
- Have you prepared how you will explain your roles? This need to be thorough but concise
- How will you discuss your reasons for leaving for your roles?
- What will you say if they ask what rate/salary you are looking for? Advise them to say that they would prefer that this discussion is had with their Consultant (you).
- What do you need to know to make a decision on this role? Have you prepared some questions?
- If the interview is face to face, have you prepared for the journey and travel time?
- If the interview is online, how are you set up? Do you have adequate internet, good sound, a distraction free space?
- Have you thought about what to wear/how to present yourself based on their culture?
- Do they have any questions for us?
- Do they have any concerns?

*****Make sure you ask the Candidate to call you immediately after their Interview for feedback*****

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Innovative and creative recruitment courses.

