

DEVELOPING EXCEPTIONAL RECRUITERS

Interview preparation template Candidate

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
- Have you prepped your achievements specific to the role as discussed? Do you have an idea in mind of how to weave this in to conversation if it doesn't come up?
- 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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Interview preparation template Client

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

- Are there any last minute changes to the interview ie people in it etc?
- Have they reviewed the CV and profile you sent?
- Are there any specific areas they would like to delve in to?
- Talk then through the person. How they engage. Anything they should be mindful of.
- Talk them through why you're excited about this particular candidate. Excitement is infectious! Maybe share why the candidate was excited about this particular opportunity & remind them that candidates like this are rare.
- Then reiterate the candidates "MIT's" (most important things). ie what are the 3 key things that the client should bring up in conversation. ie candidate values development because it is being denied in her current role. So client should talk about development and give an example of someone in the business who has moved up in the ranks.
- Remind the client what they were looking for and how the candidate ticks those requirements. Give them points to raise ie she is epic on project management of large scale projects. She gave me a really good examples so please ask her because she talks so passionately about it!
- Do they have any questions for us?
- Do they have any concerns?

Make sure you let the client know you will be speaking to the candidate straight away, and that you will call 30 mins post interview to pass on feedback and take theirs

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Interview feedback template

Interview Feedback Questions

- How long were you in the interview for?
- Who did you meet? How did you get on?
- What happened? What did you discuss?
- Are you interested in the job? If so, why?
- What do you like most about the company/role?
- Do you have any concerns?
- What are the benefits for you in joining this company?
- Was the salary/rate (and benefits) discussed with you? If so, what did you say?
- How did they leave it with you?
- Could you see yourself working there? Why?

Pre Close the Candidate

- Has anything changed in your job search since we last spoke?
- Have you confirmed any Interviews? If so, for what? Through who? When?
- How does this role compare to the other opportunities you are currently exploring?
- How does this role compare with your current position? How are you feeling about leaving your current role?
- What would you need to do to be able to accept this role?
- Who would you need to speak to?
- Is there anything that could prevent you from accepting this opportunity?
- If the job was offered to you now, what would you say? What would you need to know to accept this position?

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