

SEVEN Simple Interviewer Tips



For some of you reading this it may be new and for some of you this write up with refresh you of the training you have had with me. Either way, I hope you find it useful.

When you are required to hire the people, it becomes an interesting task to ask the questions. You can and often or not do decide fate of others. However, when you are required to hire the right person for the right job, you may face certain problems. Here are some classics you may of have come across with some tips to help you all.

Tip 1 Establish and maintain control

Your first objective should be to establish control of your interview.

The following type of introduction may prove effective:

"My purpose here today is to find out about you. If I determine there is potentially a good fit and you're the type of person I feel I could work with I'll invite you back for a second interview. What I'm going to do is ask you a series of qualifying questions and also do some probing about your CV. The interview will last no more than 30 minutes and as you reply, I will be taking notes for our evaluation process."

This sets the tone for the interview and it lets the candidate know that you are a serious company who takes personnel decisions very seriously.

Tip 2 Allow the candidate to sell themselves to you

Anyone applying for any position should have enough common sense to have rehearsed their personal sales pitch. They are probably eager to speak about themselves. Ideally you would like to hear a brief introduction, some key accomplishments, strengths as an employee and how they would relate to the position is question.

Occasionally you'll get a candidate who's just not very good at selling himself and you may have to draw information out by asking questions like:

'What makes you special or different from other candidates?'

'What can you bring to this company that no one else can?'

'What are your strengths, which will help you in this position?'

Tip 3 Question the CV

Candidates often use catch phrases or words such as, self motivated, goal oriented, hard working, dedicated, and reliable. Some people actually think that using these words will get them a position. For those who have attended my programmes, I have always said make sure you probe these adjectives the candidate is claiming. Below are some reminders on what to ask:

'You state on your CV that you're self motivated. Can you give me an example of how you do this?'

'You say you are goal oriented, tell me about the last goal you set and how did you achieve it?'

'On your CV, you have said you are hardworking? What's your definition of hard work? Now give me an example of when you have shown this?'

The candidate should have no trouble answering these questions. If not, perhaps they're just proficient in CV writing. As a professional CV writer, I am always advising my clients that whatever you write on your CV, make sure you can back it up with evidence because a good interviewer will probe.

Asking tough questions builds credibility in the mind of the candidate and fully backs up your control statement.

Tip 4 How to handle unusual or awkward situations?

This happens from time to time. You ask a question such as,

"Can you tell me about yourself?" (not considered to be a good question these days)

Ten minutes later the candidate still hasn't finished telling you about their family history, education and pets!

In this situation ask more specific questions like:

"Could you give me 3-4 specific adjectives that best describe you?"

"In one minute could you tell me about your last job?"

By saying, "In one minute,..." often the candidate will get the message, if not it's very possible this person would also take up too much of your time during the training process, or perhaps this person will take up other employees time as well, reducing company productivity.

Tip 5 Little or no eye contact

This could mean a few different things. The candidate is nervous. Many HR professionals advocate icebreakers before the 'actual' questioning part starts. General questions such as:

How are you? How was your journey? Did you manage to get parking? Would you like a cup of tea/coffee/water?

If the lack of eye contact continues throughout the interview you may begin to wonder if maybe they're hiding something or possibly this person just has no self confidence at all. Someone like this is probably not a good candidate for a sales position or a position where there is a lot of face to face communication.

Tip 6 The initial handshake

This should be firm and full of confidence without crushing the bones in your hand. There's nothing worse than a limp handshake, or dropping to your knees in agony. The candidate should temper their handshake somewhere in the middle to let you know they're confident without proving they could strangle the blood from your hand.

Tip 7 Lack of enthusiasm

If a person is not excited to be interviewing for your company, do you really think they will suddenly become excited every day when coming to work?

To put it bluntly and to conclude - if you know this person is not the type of person you're looking for you should end the interview as quickly as possible!!

There's no time limit and your time is valuable, so give it to the right people.

As always, happy Interviewing...☺

If you have any questions, please feel free to drop me an email.

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