



INTERVIEW CHECKLIST

FOR HIRING MANAGERS AND BUSINESS OWNERS



WHERE BUSINESSES COME
TO RECRUIT TALENT

1. Start with the end in mind: When do you want to have a new employee in post by and work backwards. This will determine your interview schedule time frames.
2. Identify who will be involved in the interview process and ensure that their availability corresponds with your timeframes. [IMPORTANT: Include sufficient time to debrief and make decisions after the interview.]
3. Brief the recruitment company on the timings of the process.
4. Book a venue for the interview and communicate this to internal colleagues. If you are using PowerPoint or flip charts during the presentation book in advance.
5. Discuss and agree with colleagues the structure and format of the interview and clarify their role in the interview process. If the candidate is required to prepare a presentation, decide on the outcome of the presentation; e.g. to demonstrate their knowledge, presentation expertise or what they can add to the organisation.
6. Brief the recruitment company on the format of the interview including a presentation brief where required.
7. Ask the recruitment company to confirm that they have communicated with and briefed the candidates.
8. Review all the CVs for the candidates you will interview on the day; in depth. In addition to the briefs and notes made from any conversations, you have had with your recruitment consultant.
9. Review the job description and decide on what questions to ask. Include a series of rapport-building questions for the start of the interview. Based on the roles of colleagues in the interview delegate who will ask what questions. Agree 'must have' versus 'nice to have skills'.
10. Decide on a scoring system related to the key competencies you are validating and communicate this to colleagues.
11. After the interview, review the results of the scoring system and the interviewer's feedback.
12. Decide on each candidate and if they are unsuccessful in progressing to the next stage or job offer, agree on what feedback the candidate will be given. Decide who will give the feedback, you or the recruitment company.
13. Do we have another role? It is not uncommon to have more than one ideal candidate for the position. In a skills short market do you have another opportunity in your organisation they can fill?
14. Decide what offer will be made to the successful candidate if this is a final interview and who will make it.
15. Communicate your decisions to the recruitment company and agree who will give feedback to unsuccessful candidates and who will make the offer to the successful candidate.
16. Debrief with your recruitment company about the recruiting process. What worked well? What could have been better? What will happen next time?

If you would like further details on specific parts of this process, contact a recruitment specialist – who will be more than happy to assist you further

CLAYTON RECRUITMENT

We understand that while talent is your greatest asset – it can also be your scarcest resource - which is why you need a recruitment partner with the market expertise, insight and network to deliver the right people at the right time.

Clayton Recruitment has been partnering with organisations across the local, regional and national market for over three decades and during that time has built up an enviable reputation for trust and reliability. We provide an experienced and credible voice in the market by being able to demonstrate a detailed knowledge of the talent agenda.

Talent is all about people, and just like you, our consultants are true experts in their field with a real drive for excellence that informs everything they do. With specialist divisions covering Commercial, Financial, Industrial and Engineering appointments, on both a permanent and temporary basis, Clayton Recruitment is the only name you'll ever need, and what's more – we are nice people to do business with!

LET'S KEEP IN TOUCH

Keep up to date with the very latest industry news and insight, by connecting with us on our social channels:





CLAYTON
RECRUITMENT

Trinity House
88-96 Market Street West
Preston
PR1 2EU

T: 01772 259 121
E: enquiries@clayton-recruitment.co.uk
W: clayton-recruitment.co.uk