

THE INTERVIEW

The Tele-Interview

Telephone/Video screening calls are a great way to help you sift a high volume of CVs to a manageable and refined shortlist for Face to Face (F2F) interview.

The Four Talent team recommend holding no more than 10 tele-calls (20-30 mins long) with an aim to shortlist no more than 4 candidates for F2F interview.

Why they're worth doing...

1. More robust screening process - CV's are one dimensional
2. You can learn a lot about a candidate from a phone/video call
3. It reduces time-wasters
4. Saves both parties time, effort and money

But remember...

1. Be warm and friendly - you're the company brand ambassador
2. Listen actively and reassure them throughout the call
3. Sell the opportunity
4. Follow up as agreed

Before the F2F Interview:

1. Be prepared - prep your questions, make notes on the CV and know who you're meeting
2. Consider the interview environment - does it feel intimidating? Are there any distractions?
3. Organise a note-taker so you can focus on the candidate and maintain eye-contact
4. Clear your head before you go in and be on time

During the F2F Interview:

1. Be warm, friendly and put the candidate at ease
2. Ask open questions and don't give away your ideal answer in your question
3. Listen actively, be interested
4. Don't talk too much - follow the 80:20 RULE - this means the candidate should do 80% of the talking, leaving you with just 20%
5. Be comfortable with silence
6. Be aware of conscious & unconscious bias
7. Consider the candidate's current abilities as well as their future potential for your business

After the F2F Interview:

1. Consider the full candidate profile - SKILLS, ATTITUDE & FUTURE POTENTIAL...
2. Use psychometric profiling and any other role related assessments to support your decision
3. Mark all interviews consistently and record your reasons for the final decision
4. Follow up with the candidate as promised
5. Don't delay, if you want a candidate to join your business, make the offer and move quickly - it's fierce out there!

On average, a candidate tells at least 7 people they're going for an interview at your company - what would they say about their experience? #COMPANYBRAND