



10 tips for preparing to interview

As professional recruiters, we would like to share with you a few top tips to consider when recruiting.

01

Before you start recruiting, make sure you know exactly what you're looking for, more time spent developing a thorough specification of the role and the person means less time and money wasted making a poor hiring decision. Then call Beaumont Consulting!

02

Develop interview questions tailored to the role and ask all candidates the same questions.

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Involve other people in the hiring and decision making process, such as the people they will have most contact with.

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Decide where you'll conduct the interviews, book the room and make sure it's clean and tidy before your candidate arrives.

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Be prepared before your candidate arrives, don't leave them waiting, greet them warmly and make them feel at ease.

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Offer a glass of water, after all they'll be doing most of the talking which is pretty thirsty work.

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First impressions count, interview in a professional way, be engaging and enthusiastic in your interview. Recruiting is a two way process, they are assessing you too!

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The interview is a tool to determine if the candidate is the right fit, not to catch them out! It should be a positive experience. Make the candidate feel comfortable and relaxed and you'll see more of the real person than putting them under unnecessary pressure.

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In a competitive market for talent – it is important to sell your company and the role to the candidate just as much as it is to assess their suitability.

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Move fast on good candidates, if you don't your competitors will!