

# Interviews

Interviews are often a standard part of the recruitment and selection process giving you the opportunity to explore statements that the candidate made within their application form, find more out about their experience and qualifications as well as give you the chance to assess how well they will fit into your team. From the candidates point of view the interview will provide them with an opportunity to sell themselves to you, find out more about your setting and determine whether the job is right for them.

## *Tips!*

1. It's a good idea for at least 2 people to conduct interviews, with one person 'chairing' and the other taking notes or recording details.
2. Plan how you will open and close the interview to ensure the candidate is put at ease and knows how the selection process will work.
3. Structure the interview around key questions, to determine how well the candidate fits your person specification and their ability to undertake the job role.
4. Agree in advance the questions you are planning to ask.
5. Try and keep closed questions, which require a yes or no answer to a minimum, instead concentrate on open questions which allow the candidate to draw on their own experience. For example: "Tell me about your last job", "What experience have you had....."
6. You may also like to include hypothetical questions to see how potential candidates would deal with certain scenarios. For example: "What would you do if....."
7. Adopt a scoring system (usually 1 -5) which allows you to rate how each candidate has answered your questions, however be prepared to give extra marks for positive things that came out of the interview that you had not previously thought of.

8. Give candidates an opportunity to highlight what they feel they could bring to the job, for example: "What parts of your previous experience would you expect to be most relevant to this job?"

9. Always invite questions from the candidate.

## **References**

References can prove very useful in checking a person's identity, employment history, qualifications and experience. They can also reveal how well a candidate may fit into the new job. The importance of obtaining references is that they help employers spot the small number of job applicants who have given misleading information about their past or even may be using a false identity.

## **Other checks**

As we have already seen checks are essential for child protection you should always make it clear a job offer will be subject to the references along with any other checks to ensure they are suitable to work with children – For further information please see the Employment Legislation Area

### ***Tip!***

***Remember that a referee can only offer their own opinion so it's important to also rely on your judgment on someone's suitability for your job.***