

PLANNING YOUR INTERVIEWS



Interviewing candidates can seem straightforward and simple. Consequently, hiring managers often dive straight in to the interview process without much planning or forethought. Investing a little more time upfront preparing for the interview process can make the whole experience more productive and less stressful. Read on to learn a little more about optimising the interview experience for all.



? WHY PLAN IN ADVANCE?

In addition to making the interview process more streamlined and productive, planning your approach to interviewing candidates in advance can also help you evaluate applicants fairly and objectively and give you greater confidence that you have hired the right candidate in the end.

Here are a few considerations when planning your approach.

1 HOW MANY ROUNDS OF INTERVIEWS?

This is an important factor to consider. You want to ensure you have ample opportunity to get to know the candidate and assess their suitability for the role. You also want to ensure the candidates are given the opportunity to ask their questions about the role and the organisation. Once you've conducted the preliminary rounds of interviews, you will need at least one more round to meet again with your shortlist of candidates. For senior level roles, a minimum of 2 rounds are recommended.

2 HOW MUCH TIME SHOULD BE ALLOCATED TO THE INTERVIEWS?

Ensure that you schedule enough time for each interview to allow for a comprehensive conversation. It's also a good idea to schedule breaks in between interviews so you have time to make notes about the interview while the meeting is fresh in your mind. It's equally important to allow yourself time for to refuel and recharge as you owe each candidate the courtesy of being fresh for their meeting.

Making a difference to the people making a difference

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3 WHO SHOULD BE INVOLVED IN THE INTERVIEW PROCESS?

It is very important that key stakeholders and decision makers are involved in the process at the appropriate stage. Plan in advance who you believe needs to meet the prospective candidates and ensure their schedule will allow them to attend the interviews.

4 COME PREPARED TO THE INTERVIEW

Be sure to reacquaint yourself with each candidate's resume prior to the interview and note down any specific questions you have about that particular candidate's education, experiences and aptitudes. Try to maintain a relatively consistent approach with all the candidates, so they are each exposed to a similar set of evaluation criteria and challenges.

We also recommend that you confer with all relevant stakeholders and rank the key factors of the role in order of importance so that you are evaluating the candidates on the most important criteria to determine who the best candidate for the job will be. (You can use your job advertisement as a guide).

5 CONDUCTING THE INTERVIEW

Be sure to use a combination of open and closed questions, and behavioural and hypothetical questions that relate to the candidate's prior experience and situations they may have faced. In multiple round interviews be sure to give feedback to other stakeholders involved to ensure applicants do not have to excessively repeat their answers to questions posed in previous rounds. Finally, be certain to acquaint yourself with discrimination laws. (eg) Do not ask the candidate about marital status or religion.

? SAMPLE INTERVIEW QUESTIONS

Here are a few helpful examples of the kinds of questions you could ask job candidates.

? WHAT WERE THE BIGGEST CHALLENGES YOU CAME UP AGAINST IN YOUR CURRENT POSITION?

Working across the health and wellbeing sector can be extremely demanding and challenging. By asking this question, you will see the challenges your prospect employee faced, how they reacted and how they overcame and handled the obstacles. This will help you determine if they will be well placed to handle similar challenges in your role.

The team at Curamoir Healthcare Recruitment are always here to assist with any aspect of your job search. Just drop us an email or give us a call to discuss how we can help.

 Donnchadh.Lawlor@Curamoir-hr.com.au  (02) 8355 7362

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? SAMPLE INTERVIEW QUESTIONS

continued

? WHAT WAS THE LAST NEGATIVE PIECE OF FEEDBACK YOU RECEIVED?

Lets face it, there will be times when you will have to give negative feedback to an employee. It is essential to see how they coped with receiving negative feedback as a predictor for how they would deal with it coming from you in the future if necessary.

? WHAT ARE THE MOST RELEVANT SKILLS YOU FEEL ARE IMPORTANT WITHIN THIS POSITION?

This will ascertain whether the candidate understands the true intricacies and core competencies of the role. They ought to be able to bring in examples from their past experiences of when they used these skills to perform in that role.

? WHY DO YOU WISH TO WORK FOR THIS PARTICULAR ENTITY OR HOSPITAL?

This will reveal whether the employee has done some research ahead of the interview. Are they able to list your values or offer insight into their own ethos and demonstrate why they would be a good fit?

? HOW WOULD YOUR FRIENDS DESCRIBE YOU?

This is a character based question and gives you an understanding of what the potential employee will be like to work with. It will give an insight into their emotional intelligence and awareness as well. Questions like this can help uncover whether they will be a good 'cultural fit' for your organisation.

? WHAT WAS THE FEEDBACK LIKE IN YOUR PAST PERFORMANCE REVIEW?

This will allow you to see where your prospective employee's strengths and weaknesses may lie. It will also show you how they approach professional development and will give you an insight into the skills they are working on and their personal growth and development.

? EXPLAIN HOW A FUTURE MANAGER WOULD GET THE BEST PERFORMANCE OUT OF YOU?

This will highlight the key drivers and motivators of that employee and whether you would need to alter your own workings to get the most out of them.

? WHERE DO YOU SEE YOURSELF 5 YEARS FROM NOW?

This will demonstrate the candidate's commitment to the role, their desire and motivation to succeed and their aspirations for future career progression.

Now that you are fully prepared for undertaking the interview process, go forth and find those candidates to meet with!! Your recruitment agency partner can certainly help with this.

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