

Interview tips for hiring managers

Interviews are not something most of us do frequently in our day to day roles, however hiring the right person for your vacancy is very important.

The resourcing team will provide you with all the documents you need to deliver the interview process and score your assessments, but here are some general tips for conducting interviews:

- interviews should be delivered by two people – you should arrange to have another manager or colleague join you in the interview
- always arrive in good time for the interview with your interview/assessment pack ready, including candidates' CVs
- read through your interview/assessment pack fully before the interview, so if you have any questions about the process you can ask the resourcing team beforehand
- review the candidates' information (including their CV) before you enter the interview – this will help you to ask the right questions to assess their suitability for the role
- be polite and welcoming – the candidate might be nervous but to get the best out of them you should make an effort to put them at ease
- do not ask leading questions – you want candidates to answer your questions as consistently and objectively as possible
- take notes during the interview and make sure they are factual and accurate – remember candidates can obtain the documents by submitting a subject access request
- do a 'wash up session' to evaluate and score candidates' responses as soon as possible following the interview to make sure the information is fresh in your mind
- make sure you fill in the relevant assessment evaluation forms – these will be important when you provide feedback to candidates
- always scan and send your notes to the resourcing team after the interview so we have an accurate up to date record of assessments