

WEBINAR

# CANDIDATE SCREENING MADE EASY

POWERFUL SCREENING SOLUTIONS  
TO HELP YOU FIND THE RIGHT  
CANDIDATE/S FASTER





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WEBINAR

# HOUSE KEEPING

This is a Webinar, which means that your microphone will be on mute at the moment and we won't be able to hear you, however we would love your participation! If you have any questions please type them in the GoToWebinar Action Pane on the right side of your screen, and we will leave time at the end to go through them.

- Our Webinar will last approximately 30-40mins
- If you experience any technical difficulties at all, please let us know via the Action Pane and we'll happily help
- You will receive a recording of the webinar and the slides via email after this session.

# WHAT WE'LL COVER TODAY

- The more effective solution to reduce time spent reviewing resumes and cover letters
- Three ways to conduct interviews
- The different types of testing to feel confident in your final hiring decision.



# QUICK POLL: TELL US ABOUT YOU

**What part of the screening process causes you the most trouble?**

Screening resumes

Deciding which candidates to interview

Deciding which candidates to progress with after interviews

Making the final hiring decision

Not sure



# QUICK POLL: TELL US ABOUT YOU

**Do you or your organisation use behavioural testing?**

Yes and it is useful

Yes but we don't find it useful

No

No but we would like to

Not sure



# SCREENING QUESTIONS

# HAVE YOU EVER WANTED A BETTER SOLUTION TO SCREENING RESUMES?

- Screening questions are used as part of the application process to help identify key areas you need to know about a candidate
- Screening questions can be used to cut down initial time invested when looking at an application
- They are used to help identify your top candidates quicker



# LETS GET INTO THE DETAILS OF EFFECTIVE SCREENING QUESTIONS!

- Your process should include a maximum of 10 screening questions.
- This should be broken down into 2-4 radio button style questions & 4-6 long-form questions.
- Too many questions (or hoops) can deter a candidate from applying for the role and lowering your candidate pool.

# BEST TYPES OF QUESTIONS

- The questions should form a basis for assessing the candidates in: skills, experience and organisational fit.
- Include questions such as:
  - Working rights
  - Qualifications
  - Knowledge/experience (e.g: software or machinery)
- One or two behavioural questions that will give you further insight into the candidate - e.g. motivation for wanting to work with your organisation.

# EXAMPLES OF SCREENING QUESTIONS

## **Motivation:**

*Having read the position description above, why does this role interest you, and why do you believe you are the right person for the role and to join Employment Office?*

## **Leadership:**

*How would you define your leadership style? Can you provide an example of a time you've put this into practice with your staff?*

# NEXT STAGES: INTERVIEWING



# USING INTERVIEWS TO SCREEN EFFECTIVELY

- Interviews are a great way to get to know the top candidates and allow you to assess further.
- There are a number of options when it comes to first round interviews.



# STRAIGHT TO A FACE-TO-FACE INTERVIEW

## Pros:

- A great way to assess the candidate in person
- The candidate is able to meet other key stakeholders
- It is easier to build rapport with a candidate

## Cons:

- Needing to block out large blocks of time to assess a number of candidates
- Lack of flexibility when interviewing a large number of candidates (e.g: candidates may need to travel, etc.)

# PHONE INTERVIEWS

## Pros:

- You are able to conduct a large volume of interviews in a short amount of time
- Interviews can be recorded for other decision makers to listen to

## Cons:

- You are unable to see the candidate so unable to view body language or how a candidate presents themselves
- Difficulty building rapport
- There can be time limitations

# VIDEO INTERVIEW

## Pros:

- Two-way conversation with the candidate
- You can pick up on body language and how the candidate presents themselves
- You are able to save time with scheduling and are able to screen remote candidates to save them time
- They can be recorded for other decision makers to view if they aren't available for the interview

## Cons:

- Possible connection issues
- Candidate can be interrupted
- Candidate may not have used the software before



# OUR RECOMMENDATION USING INTERVIEWS TO SCREEN EFFECTIVELY

## **Use Skype for first-round interviews**

- It saves time for you
- It allows candidates to be screened from anywhere
- Allows you to make a assess candidates better before inviting to face to face

## **Use face-to-face interviews as the second/final interview**

- Meet with your top 2-3 candidates
- Allow for a panel to meet to assess candidate further
- You can have candidates bring in material to support their interviews

# AN ALTERNATIVE APPROACH: GROUP ASSESSMENT DAYS

## Why use Group Assessment Days?

- It's a fun and informative process for everyone
- Most effective when looking to bulk hire entry-middle levels roles in a short period of time
- Candidates are able to learn about your organisation
- Candidates show their natural temperament through group activities
- You are able to engage with candidates in a less formal environment

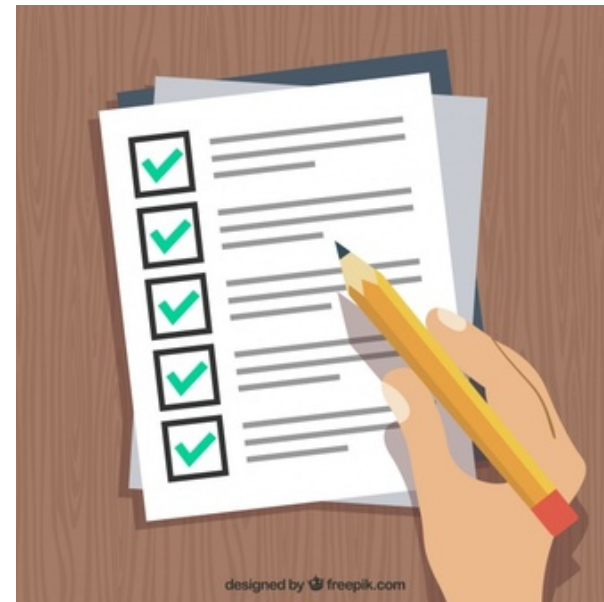
*\*Group assessment days are a big time investment prior to the day so is only a suitable option for certain positions*



**FINAL  
STAGES**

# TESTING

- Behavioural testing
- Psychometric testing
- Skills testing
- Background checks



# DIFFERENT TYPES OF TESTING & CHECKS

- Behavioural testing - McQuaig Job Definition Survey and Word Survey
- Psychometric testing - cognitive ability (e.g. engineering role)
- Skills testing (e.g. software, Excel, time management, attention to detail, safety)

*Testing should not be the ultimate decision maker!*

- Background checks

# WHY USE TESTING?

- It can help distinguish between your top applicants
- Help you feel more confident in your final hiring decision
- Background checks for higher roles are important

# SUMMARY: EFFECTIVE SCREENING SOLUTIONS

- Use effective screening questions correctly to reduce time spent reviewing resumes
- Choose interviewing methods to save you time and resources
- Use testing to feel confident in your hiring decision.



# QUESTIONS

Type questions into action pane on the right hand side.





# THANK YOU!

Continue the conversation with us on LinkedIn:  
**Employment Office**

You will receive a recording of this webinar via email.

# CONTACT US



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