

WEBINAR

CONDUCT INTERVIEWS THAT HIT THE MARK

A GUIDE TO AVOIDING POOR
QUESTIONS AND COORDINATING A
FABULOUS INTERVIEW.



**EMPLOYMENT
OFFICE**

The revolutionary way to recruit





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WEBINAR

HOUSE KEEPING

This is a Webinar, which means that your microphones are 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 or comments please type them in the GoToWebinar Action Pane on the right side of your screen, and we will try to answer throughout, but also will leave time at the end to go through them.

- Our Webinar will last 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 copy of the slides emailed post this webinar

WHAT WE'LL COVER TODAY

- Avoiding poor interview questions and etiquette
- Great questions and tips for an excellent interview
- Everything your candidates need to know going in to and coming out of an interview.



83% of candidates say a negative interview experience can change their mind about a role or company they once liked, while 87% of candidates say a positive interview experience can change their mind about a role or company they were hesitant about.



QUICK POLL

Out of the following interview questions, which do you believe are the most ineffective or inappropriate?

What is the colour of success?

If you were dealing with x and your colleague asked you to do y, how would you respond considering a and z?

With so many good candidates, why should I hire you?

All of the above

POOR INTERVIEW QUESTIONS

- Hypothetical situation questions
- Personal questions
- Anything that suggests guessing the right answer

Asking a candidate hypothetical or riddle-type questions will not tell you anything about their experience, behaviours, leadership style or thought process.

POOR INTERVIEW ETIQUETTE

**Unprofessional
discussions**

**Not helping
the candidate
to prepare for
the interview**

Common Sense:

- **Lateness**
- **Not making eye contact**
- **Irrelevant conversation and questions**
- **Dress-code**

**SHARE WITH US:
WHAT'S THE WORST QUESTION YOU'VE
HEARD, ASKED OR BEEN ASKED IN AN
INTERVIEW?**

THE KEY TO GREAT INTERVIEW QUESTIONS

- Understand exactly what you want to find out from the candidate
- Don't use the same interview questions for different roles
- Make sure the candidate understand the context of the question(s)
- Refer to your job description and requirements.

TIPS

- If you aren't satisfied with a candidate's answer, rephrase it and ask it again and request more detail
- Sequence of questions
- If you catch a candidate off-guard who is unprepared for an initial screen, be prepared to briefly explain the opportunity (elevator pitch)
- Break down longer questions - avoid asking two/three questions in one
- Give questions context.

OUR FAVOURITE QUESTIONS

- What is your understanding of what we do as a business?
- What was your motivation for applying?
- How do you think your skills and experience apply / are transferrable to this role?
- This is a role that requires a great amount of x, please give me an example of how you've demonstrated this.



QUICK POLL

How do you approach a rambler?

Let them speak

Cut them off

Have a colleague on standby to interrupt

HOW TO STOP FLUFFING

- Stop wasting time, how long should this conversation actually take?
- Don't set unrealistic time expectations, tell the candidate that it will be 'a maximum of x mins'
- Have an escape question or phrase
- Short and sweet questions - don't over complicate
- Keep a strict time schedule and give a small buffer for flexibility



QUICK POLL

Do you ever tell candidates what they can expect to be asked in their face to face interview?

Yes, every time

Not at all

Depends on the role

GUIDE TO GREAT CANDIDATE PREP

- Overview of the interview style and identify who will be present
- Inform about any changes when they occur
- Give opportunity to prepare - let them know what to bring
- Understanding the stage they are at in the process.

GUIDE TO GREAT CANDIDATE CARE

- Set a time frame for a response to the interview and stick to it - update when and if required
- Be prepared to give specific feedback about their interview where possible
- Verbal feedback to candidates you've met with face to face
- Make sure all candidates have received feedback no matter the stage.

SUMMARY

- Only ask great questions
- Don't fluff the time
- Prepare your candidate
- Execute great candidate care



QUESTIONS

THANK YOU!



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