

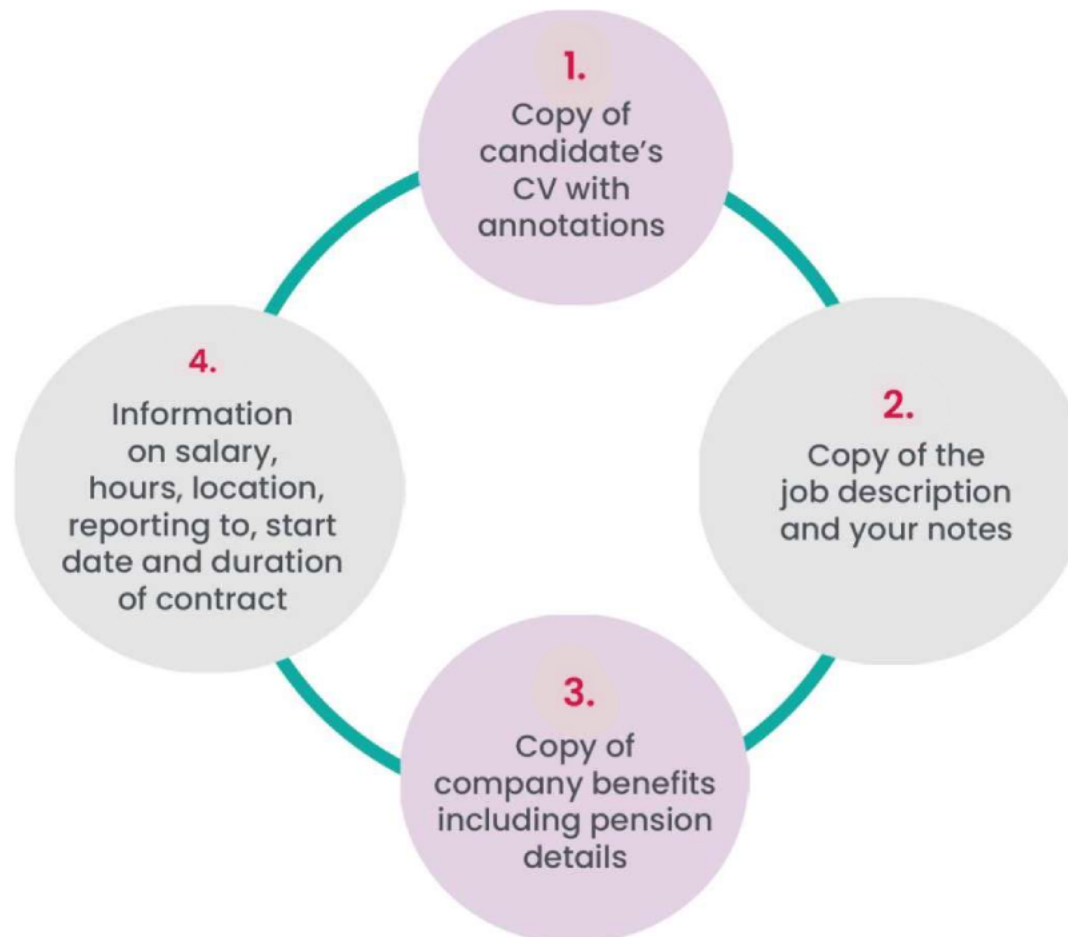
INTERVIEW TIPS

Streamline your [interview process](#) and increase your chances of a successful hire with our [guide to interviewing](#).

officeangels
AN Adecco BRAND

Document Checklist.

Ensure that you have a copy of the below documents before conducting an interview:



Preparation Before The Interview.

- Make sure you have an **introduction ready**, introduce the **company**, including goals and where you sit in the current market. Introduce **other interviewees** e.g: their job role and positions within the company. It can be uncomfortable as an interviewee to not know who is interviewing you, so this will ensure everyone is at ease.
- **Make notes** to develop an idea of the **key points** you are going to address. Listing the **qualities of the ideal candidate** will be a helpful point of reference throughout the interview.
- If you are looking for a 'Fantastic Finance Assistant', you need to decide what makes a Finance Assistant 'fantastic'. Are you basing it on **experience, qualifications or people skills**? You should endeavour to **assess all your candidates on the same criteria**. Deconstruct your job description and pick out the **more important competencies**.
- Most importantly, be informed. **Know the role inside out**; longevity, **career opportunities, company benefits** and any other job details.
- You need to be **ready to 'sell' in this candidate market**. What makes you stand out from the rest...
- **And why should they want to work for you?** This is the biggest change in dynamics for businesses and is proving a challenge in a candidate driven market. As an employer you are competing to secure top talent and demonstrating why your company is the best; from team fit to benefits, career opportunities and anything that makes you stand apart.

Structure Of The Interview.

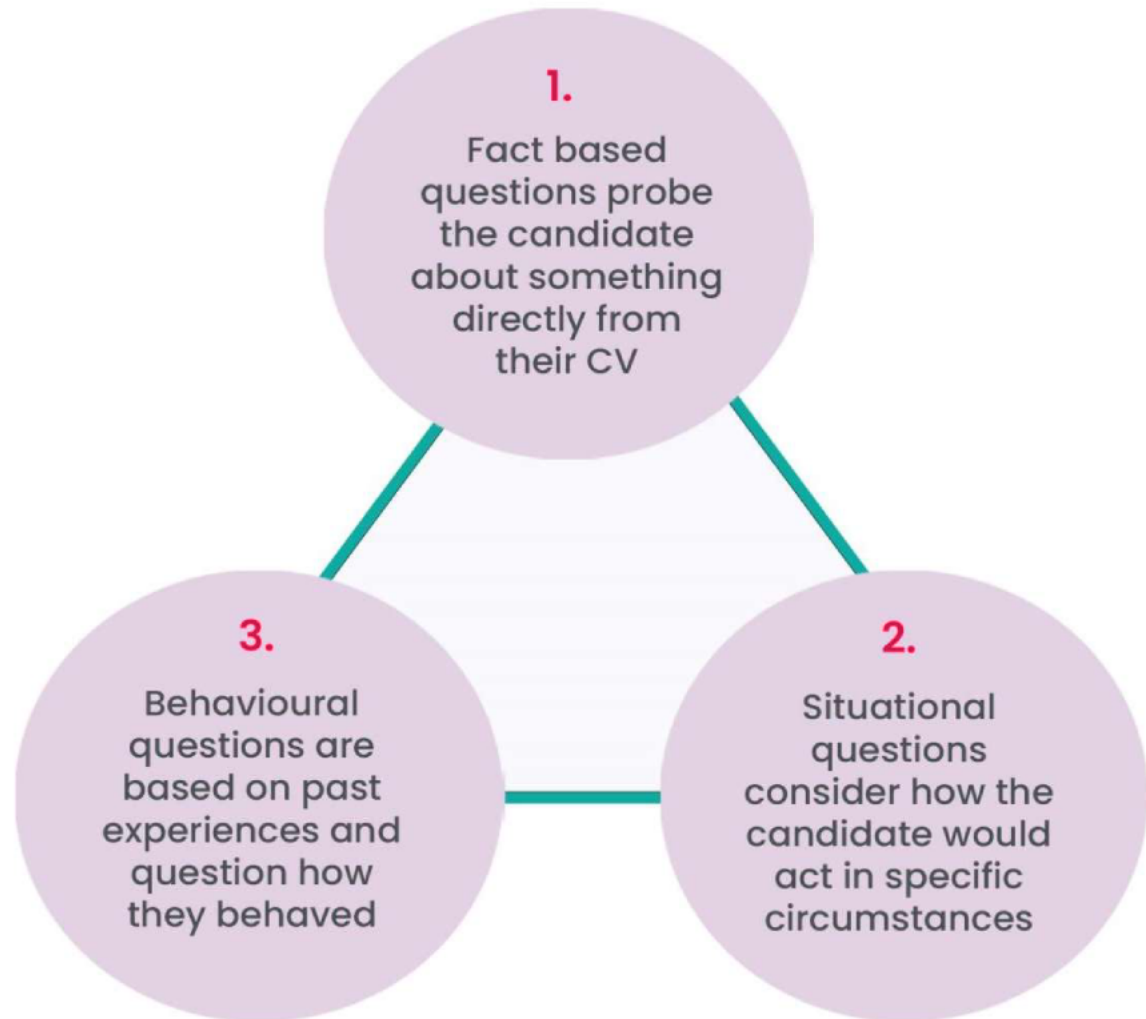
The structure of the interview is crucial in assessing all of your candidates equally and in ensuring you make the right choice.

Introduction

Open the interview in a conversational manner, this will ease any unnecessary nerves that will impact their performance and give you an untrue representation of the candidate. It is important to come across as friendly and open.

Interview Question

There are several ways to approach your interview questioning style. This diagram showcases the different techniques. For a more in-depth look at types and examples of questions, [click to read our Interview Questions Guide.](#)



Closing

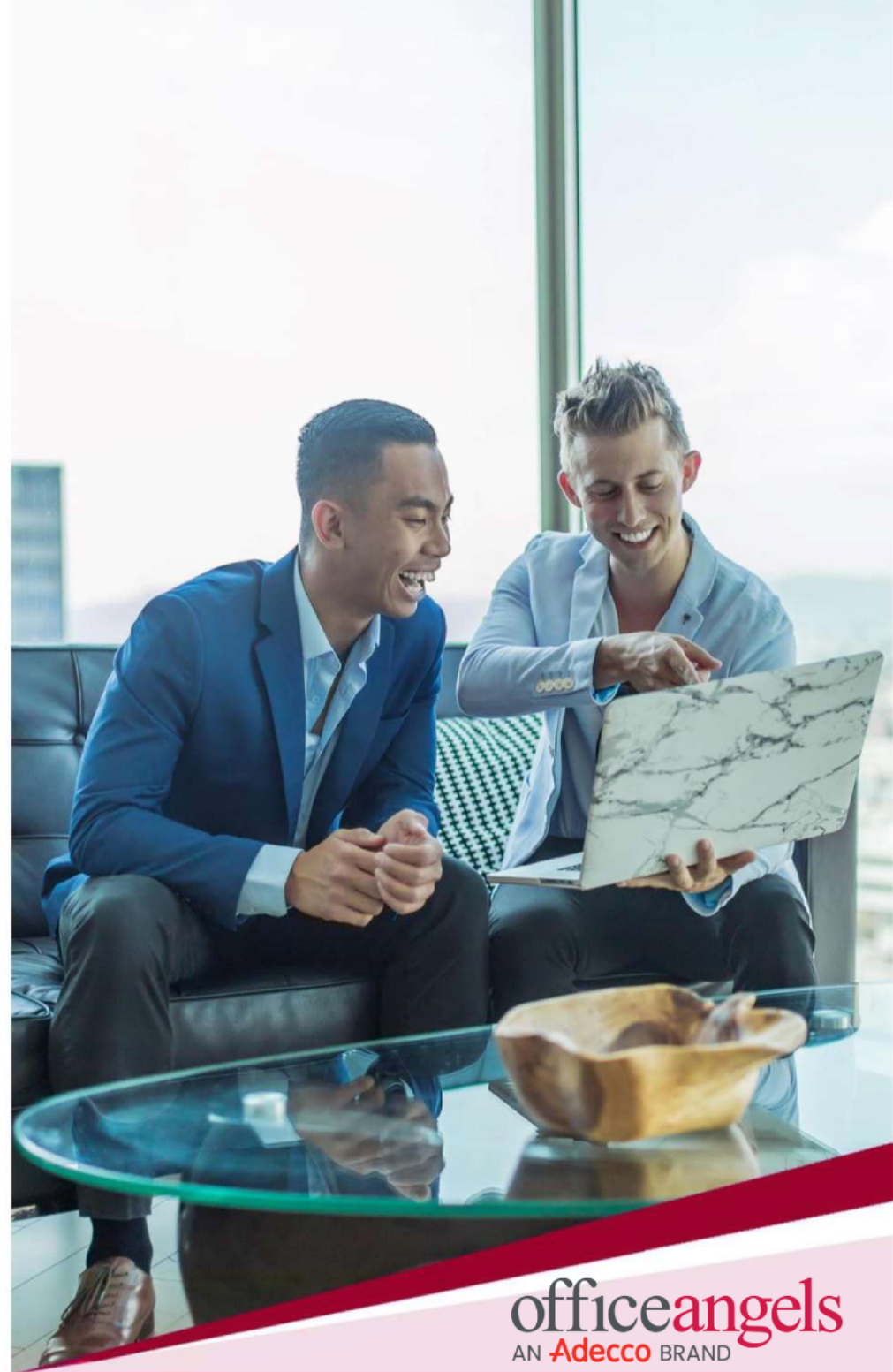
To close the interview, ask the candidate if they have any questions for you; listen carefully and answer thoughtfully. Take your time. Allow the candidates to take in the information and be honest. Explain how you plan to proceed, let them know how the process works and when they will hear your final decision.

Show them around the office. By introducing them to your colleagues, this will help them make an informed decision as to whether the role is right for them. It will also give you a chance to obtain feedback from your colleagues, a second opinion is invaluable when interviewing.

Decision Time

Decide quickly. Because of the current employment market, you may find your candidate is going to other interviews or is waiting on offers. You'll need to make your decision quickly or you miss out.

A second interview is a great way of tying everything together. A candidate can see you and your company without the first interview nerves, you too may feel more relaxed and can cover off anything. You could let them spend time with their team. A candidate is more likely to accept an offer if they have been more than once to a company.



Roles We Recruit For.



We hope you have found our tips useful and thought-provoking. Please share with us your brilliant ideas via our social channels. If you need us to help recruit your team here is a reminder of the roles, we specialise in.

Office / Support

- Executive Assistant
- Personal Assistant
- Office Manager
- Medical Secretary
- Receptionist
- Data Entry Clerk
- Administrator – all levels
- Facilities Assistant

Customer Services

- Customer Service Executive
- Inbound Call Handler
- Team Leader
- Help Desk Operator
- First Line Support
- Complaints Handler

Operations & Logistics

- Scheduler
- Freight Forwarder
- Sales Order Processor
- Stock Controller
- Fleet Coordinator
- Supply Chain/
Purchasing
- Project Coordinator
- Project Manager

Finance & Accounts

- Accounts Assistant
- Credit Controller
- Bookkeeper
- Sales / Purchase Ledger
- Payroll / Payroll Manager
- VAT Specialist
- Reconciliation Clerk
- Finance Management

Marketing & Data

- Marketing Assistant
- Marketing Executive
- Marketing Manager
- Digital Marketing
- Copywriter
- Data Analyst
- Database Administrator
- Market Research Executive
- Project Manager

Human Resources

- HR Assistant
- HR Officer
- HR Adviser
- HR Consultant
- Benefits Specialist
- In-house Recruiter
- Resourcer