Interview Guide

SOURCING CANDIDATES

Advertise the Role

Consider the method that you wish to advertise the role.

Match the method to the role – local resources might be able to fill a General Operative or entry level role but for more skilled labour that cannot be sourced in house.

This may require role to be advertised nationally or internationally on online jobs boards such as Jobs.ie, on Social Media (LinkedIn, Facebook, Twitter) or for executive roles in the National Newspaper or professional organisation Periodicals.

The advertisement should accurately reflect the role, it's requirements and the application process. It must also adhere to equality legislation and cannot contain language that can disqualify or discourage candidates based on the nine equality grounds in Irish legislation.

Shortlist Candidates

Once the applications have been received a shortlist should be developed of candidates. Suitable candidates should be identified on grounds of merit and suitability to the criteria outlined in the advertisement.

Telephone Screen Candidate / Schedule Interview

Before arranging the interview, you can call the candidate to ask simple qualifying questions to identify if they are suitable to be called to an interview. The candidate should be advised that you are looking to confirm an aspect of their application and the interview should not be mentioned unless they are suitable. If the candidate is not suitable, they should be advised that the manager is still reviewing applications and will contact them if they progressing to the next stage.

If the candidate is confirmed as suitable the interview can be arranged at that point.

When scheduling interviews, you should be aware of the availability of the recruiting manager and anyone else on the interview panel. Also, try to accommodate the candidate. They may not be able to meet during business hours and excluding candidates that are unable to might mean missing out on a talented individual – a lack of availability does not indicate that they are not interested in the position.

Once the interview has been scheduled, email the candidate the details of the role, meeting time and location, names of the individuals on the interview panel and the location of the meeting.

Finally, set a meeting event in the interview panels email calendar, attaching the candidate's CV and a copy of the company interview template.

AT THE INTERVIEW

The Interview Panel

Where possible, the interview should be conducted by at least two individuals; one of whom is the recruiting manager with the other person being of a level of seniority equal to or greater than the role being recruited for.

The Panel should be provided with a copy of the candidate's CV in advance and should be well prepared for the meeting. They should also agree the questions that will be asked. These questions will need to be asked to all candidates equally but the person asking the questions can vary.

It is very important that the panel is consistently staffed with the same individuals during a recruitment process to ensure that all the candidates are treated equally. If one of the members cannot attend the meeting should be rescheduled.

Greeting the Candidate

A member of the panel should greet the individual at the interview. Any conversations should be banal and not discuss personal matters or those relating to the role / interview.

Subjects such as the weather or if the candidate had difficulty locating the office is fine.

Conducting the interview

The recruiting manager should have developed an appropriate questionnaire in advance of the meeting. This should be used for all candidates. Each member of the panel should make notes on a separate sheet and score each candidate. Scores should then be added up and used when making a decision.

Scoring

Candidate's answers should be scored as follows:

0   No answer given or answer completely irrelevant. No examples given.
1   A few good points but main issues missing. No examples/irrelevant examples given
2   Some points covered, not all relevant. Some examples given.
3   Some points covered. Relevant information given. Some examples given.
4   Good answer. Relevant information. All or most points covered. Good examples.
5   Perfect answer. All points addressed. All points relevant. Good examples.

Weighting

Questions can be weighted 1 (low importance) or 2 (high importance) to reflect their overall importance to the position.

STAR Method

When considering how the candidate answered their questions you might consider scoring their response based on the following criteria:

- Situation   Did the candidate identify an appropriate situation that was relevant to the question asked?
- Task   Did the candidate outline the task that the faced?
- Action   Did the candidate outline the action that THEY took?
- Result   Did the candidate identify the end result and an understanding of why they achieved same?

Candidate Questions

It is important to provide the candidate an opportunity to ask any questions that they might have and answer them.

Ending the interview:
- Thank the candidate for attending the interview.
- Let them know what happens next i.e. when you will be making your decision and how you will be letting them know the results (candidates who have attended
- The interviewee should be made aware of your decision either way