

INTERVIEWER TOP TIPS!



BEFORE...

Send the candidate all of the key information and instructions for the interview in good time, including:

- Interview timings, process and structure (written test, group exercise, face to face, psychometric)
- Virtual or in person? If it is the former, include joining link and instructions. If the latter, the venue information.
- Name of key contact

If this will be sent out by the recruitment team or HR, make sure that they have all of this information.

Bear in mind that not all candidates will have access to newer technology, and may have connectivity issues.

Be prepared to make reasonable adjustments for candidates that may require them.

Ensure that your interview panel is as diverse as possible (age, gender, race etc.) and has appropriate representation from those with lived experience, or those with relevant experience to the role.

Agree the questions that will be asked to all candidates and ensure that they address the critical needs of the role and the organisation.

Plan with the other interviewers who will ask each question, introduce any tasks and who will open and close the interview.

Check any policies and expectations for recording interview notes - e.g. what must be done for recording virtual interviews, including obtaining consent from the candidate.

Be prepared - ensure you have read through all relevant documents and that all panel members have a copy of the candidate's application and CV.

DURING...

Welcome the candidates and begin the interview with more personal/'small talk' questions and introductions to put the candidate at ease.

Restate the structure of the interview.

When candidates are answering questions, give them feedback to encourage them, even if you are busy making notes at the same time. Prompt them a little if necessary, if they have not fully answered the question.

Ask for specific examples of social work practice and legislation.

If you would like to ask any additional questions to the candidate, make it clear that you would like to do so while avoiding talking over them or the other interview panellists. Jumping in in this way can be confusing for everyone.

Consider any biases you may have, and ensure you keep an open mind regarding what you think the ideal candidate may be.

Be prepared to answer the candidate's questions and give them an opportunity to ask questions. This can show their overall interest in the position, organisation and their own development.

When closing the interview, let the candidate know what the process will be for finding out the outcome and what the next steps may be. Provide them a timeline if possible.

When making notes, keep in mind that a candidate could request a copy of these in future. Try to ensure that the interview notes are constructive and offer feedback that can help the candidate to improve their interview technique, address any skills gaps, gain further experience or improve their knowledge base.

OTHER CONSIDERATIONS...

Do contact all candidates to inform them of their outcomes, whether successful or not.

Offer unsuccessful candidates the opportunity to ask for feedback! When providing this feedback, be honest and constructive - rather than saying they just didn't make it, give examples of how they could have improved their answers or demonstrated the required skills.

If you are the hiring manager, remember that this is only the beginning of the relationship with any successful candidate(s). Continue to keep in touch with them and inform them of updates ahead of their start date.



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