

## **Interview Advice for Managers**

1. Before the Interview – review candidates CV and highlight any issues for discussion. Book interview room and allocate sufficient time for interview.
2. Before the Interview – be aware of current employment legislation and what you can and cannot say to a candidate e.g. avoid asking about age, marital status, religion, race and sexual preference.
3. Meet the candidate – on time, welcome, offer refreshment, introduce yourself and explain the format of the interview.
4. Start the interview - outline the company and the role
5. Review the candidates CV
6. If applicable set task and/or competency Q&A.
7. Cover any other issues.
8. Give the candidate the opportunity to ask questions.
9. Check candidates interest in the role and current interview/offer status.
10. Confirm candidate availability for further interview.
11. Advise candidate on the next steps and end the interview.
12. Post interview – consider the candidates and make a decision.