



Recruitment  
Central

**MAKE INTERVIEWING  
A BREEZE: A GUIDE  
FOR INTERVIEWERS &  
EMPLOYERS**



# CREATE A STRUCTURE

Setting the structure of an interview enables candidates to relax and know what is ahead of them. Most importantly it ensures consistency so as to make decisions based on data gathered. Before you interview have these documents to hand: **Interview Questions, Resume, Company Profile, Position Description.**

**1**

## Interview Outline

Develop rapport and explain the interview format.

**Example:** We'll start with some questions, then discuss your work history. Then I'll provide an overview of our business and the role, with questions at the end. This should take about 30-45 minutes.

**2**

## Interview Questions

Create a list of behavioural-based questions designed to cover skills required by the role. Discuss their education, work history and future career goals. The next page details upon interview questions.

**3**

## Company Profile

It is important for candidates to gain an understanding of your business and its future direction, values and their role in this structure. Give an overview of the team they'll join.

**4**

## The Role

Discuss the outcomes you want from the role, the workload and any long-term prospects.

**5**

## Candidate Questions

If you feel that a candidate is a good fit, perhaps point out the reasons why you think they'll suit the role based on their answers. This often generates further discussion.

**6**

## Closing

Explain the next step in the recruitment process and your timeframes.

**Example:** We have a few more interviews which will be completed by Friday. We will make a decision and update you by mid week.

# INTERVIEW QUESTIONS

While running an interview, it is important to get the most information without stretching it out too long. Equally important is getting the relevant information. While you may already have an interview format, we recommend the below questions be placed into your process.

**1**

## Education

Be sure to sight qualifications that are essential for the role. Have a short conversation about it and how they were obtained it - full-time uni, part-time, online, TAFE etc.

**2**

## Employment History

Understand the skill sets they bring to the role, they are as important as attitude and team fit. Have set questions that explore the technical requirements of the role.

**3**

## Future Career Goals

This is often the most difficult question for any candidate, however, it's important to know where they are coming from and how will they fit into your business long term. We suggest asking -

"Right now we are talking about this role - are there any other roles down the track that you are interested in?"

**4**

## Behavioural Questions

Past performance predicts future performance is true. Ask at least 4-5 behavioural questions to get a reality check about the candidates' traits. Decide what traits are most important for the role - eg: leadership, handling multiple deadlines, decision making etc. Ask questions that allow the candidate to display their experience in those areas.

# IMPORTANT LEGAL ISSUES

Legally, all interviewed candidates must be treated fairly and without prejudice.

- Topics to avoid are: Age - except to ask if they are over 18 years, race, religion, gender, pregnancy and children related details, disability, general medical conditions and history, credit rating, height and weight, marital status, voting preferences, union membership status, military service discharge and workers compensation history.
- Topics to ask: Language skills, Citizenship and Visa Working Rights, reason for leaving previous role, arrest and conviction records (only if relevant to the role).

## THE NEXT STEP?

**Need market rates, process advice?**

**CHAT WITH US TODAY**

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