

# dohr:

*Making the workplace a better place to be*  
with Donna Obstfeld (Chartered FCIPD)



## WHO'S INTERVIEWING WHO?

An interview is a two way process, not only is the business assessing the candidate's ability to do the job, but the interviewee should obtain enough information about the company to decide whether or not they want to work for the business.

Preparation is the key for both the employer and the potential employee, so how should you prepare?

For the candidate, prepare a CV which demonstrates the skills required for the specific job you are applying for – it's not one CV fits all! Equally, a well written covering letter should be addressed to the right person, highlighting key elements from your CV. Before attending the interview, go online, find out about the business, their clients and employees. Don't just 'Google' them – use other tools such as LinkedIn and look at testimonials from their suppliers/clients Do they have a Facebook page? If so, like the page, engage with their activities on it. Follow their Tweets – by using social media you will gain further insight into the business.

Prepare a list of questions – things that you want to know about, such as working hours, length of breaks, parking facilities or holidays; you could also ask your



interviewer why should I work here and not for your competitor? Where do you see your business being in five years' time? You are making a long term career decision, so don't be scared to ask these questions as the answers could affect how you feel about the role.

Stay calm, this is a two way process and you have as much control over the situation as the interviewer does. You don't need to answer questions that make you uncomfortable or which you believe discriminate against you: age and childcare are irrelevant to your ability to do the job.

If you're the interviewer, ensure you have set aside sufficient time for the interview and that you won't be disturbed. Make good notes so you can objectively reflect on each candidate once they have left the room. Decide what you're looking for in the ideal candidate and make sure that your questions will give you answers to help you make that decision. Ask everyone the same questions and focus on the needs of the job, most importantly don't discriminate in any way.

For help with preparing questions and how to interview effectively, contact DOHR. We can put an interview pack in place for your business and train your Managers to conduct strong and thorough interviews.

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