

Face to Face Interview Outline

- 1) **Greet the candidate**
Welcome the candidate to the interview and introduce yourself and what your role is in the business and the interview.
- 2) **Confirm information**
Show the candidate the CV you have of them and the Job Specification they should have seen. Make sure you and the candidate have the same information.
- 3) **Outline the interview Process**
Explain how long the interview will run for, that there will be a brief Analysis Assessment and that the main focus will be on talking through the candidates CV, exploring their experience and knowledge in context of the Job Specification and business needs.
- 4) **Begin the Interview**
Conduct the first part of the interview for around 30 minutes
- 5) **Break for the assessment**
Leave the candidate with the Analysis Assessment and leave the room for 10 minutes
- 6) **Close the interview and thank the candidate**
Advise the candidate that we'll review the interview and advise them within the next few days, set a date if possible.

Service Level Agreements:

- All CVs sent for review will be reviewed and comments provided via email to the agent within 24hrs.
- Telephone interviews with desirable candidates will be arranged within 2 days of stating an interest in the candidate.
- Interview will be arranged within 1 week of a successful telephone interview.
- Post-Interview feedback will be provided to the agent via email on the same working day of the interview. To the candidate within two days to allow for decision where multiple candidates are being interviewed or decided on.
- A second round interview is not anticipated, however where there are two candidates and it is not possible to choose between them we will request a second interview with <Senior Manager here>.

Use the Recruitment Tracker to keep track of CVs, Telephone Interviews and Face to face Interviews.