

EMPLOYER INTERVIEW TIPS

Trying to recruit talent in a highly competitive, candidate-short recruitment space means that you as an employer **need to sell yourself**, the job you're offering and your organisation to a potential job-seeker just as much as you expect the candidate to market their skills to get the job.



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HOW TO HOLD A SUCCESSFUL INTERVIEW

There's a certain structure that can help make an interview successful, as it helps your interview flow, allowing you and the candidate to become familiar and comfortable with each other

We've marked **transition points** in this guide so you can see how and where the tone should change gradually.

What you can expect from the candidate:

- They're well-presented
- Phones and smart watches are on silent or turned off
- They have read the job description
- They've looked at the company website
- They've checked the client profile on LinkedIn
- They're respectful and on-time
- They have come with their own list of questions to ask at the end of the interview

What the candidate expects from you:

- You're well presented
- You're respectful and on-time
- Your phone/smart watches are on silent or turned off
- You have a printed copy of the candidate's resume and a job description so you can go through it with them
- You are familiar with their CV, skill set and background
- You've let them or their recruiter know what to bring to the interview e.g. photo ID, proof of residency/citizenship, deidentified reports, originals of degrees or qualifications etc.



Interview structure

1. GET TO KNOW THE CANDIDATE

aka the HR list

Taking time to get to know your candidate on a personal level is always worth it. After all, skills can be taught but personality and fit? Not so much.

These early questions should also help to put everyone in the interview at ease, so that the rest of the interview flows comfortably.

Here are some open-ended questions that can help you learn more about a candidate and their personality:

- Tell me about yourself.
- What do you see as your key strengths?
- What are your weaknesses?
- What are your career aspirations?
- Where do you see yourself 5 years from now?
- What are the key decision-makers (DMs) for you when deciding on your next role? (This is important as it will help inform how to pitch your next part of the interview to them)
- Why do you want to work for us? (this is a good **Transition Question** to take you into the next part of the interview)



2. YOU, THE COMPANY AND THE JOB

aka why we're so amazing

Different things will appeal to different candidates depending on where in their career they are and what their key DMs are. It's therefore important to pitch your sell to each candidate differently, according to the information you've gained about them from your first few questions.

Tell the candidate a bit about yourself – finding common ground is a good idea.

Ask them what they know about the job and the company. They should have read the job description and be able to address any questions about their skills. Questions should be open-ended.

For example:

- What is your understanding of what this role involves on a day-to-day basis?
- What do you know about us?

At this stage, you can brief them on the company and role, and where it might sit in someone's career path. Any additional, non-confidential 'insider insights' from you will be highly appreciated by the candidate.



3. BEHAVIOURAL INTERVIEW QUESTIONS

aka give me an example

As the candidate becomes more comfortable, give them an opportunity to show how their previous work history, study and experience have helped shape them through Behavioural Interview Questions.

Ideally, the candidate will answer these questions using the STAR technique, describing a specific **Situation, Task, Action and Resolution**. These types of questions allow a candidate to give anecdotal evidence to support their responses to either open-ended or scenario-based questions. This information is a good basis to determine how they would potentially deal with similar scenarios that might arise at your workplace.

Some example behavioural interview questions:

- Tell me about a time when you've used your negotiation skills.
- Give me an example of a time you've resolved a conflict at work.
- When you work on multiple projects, how do you prioritise?
- How have you handled a difficult situation with a supervisor?

When addressing behavioural interview questions, candidates should tell you:

- Who was involved.
- The problem or issue as they saw it.
- What action they would take or took to resolve the issue.
- What the outcome of their action was for everyone mentioned in the first step.
- How they followed-up to make sure the issue was resolved to everyone's satisfaction. **Transition point.**

4. TECHNICAL QUESTIONS

aka do you/can you...

If there's an essential technical brief for this job, this is a good time to check the candidate's skills. Here, each series of questions should have a definitive answer i.e. be multiple choice or yes/no. This section of the interview should be short and sharp as the questions being asked generally have closed answers. **Transition Point.**

5. BENEFITS

aka bells and whistles

If you're happy with the interview, tell the candidate about what they'll be expected to address or bring to the second interview or to qualify for a second interview.

For example:

- Testing (Psychological, Technical)
- Reference Checks



6. CLOSING QUESTIONS

aka the end

Give the candidate the opportunity to ask any questions that might not have been addressed during the interview: Do you have any questions for me?

Manage their expectations. Let them know what the next step is, i.e. how much longer you'll be conducting interviews for, when you expect you will make a decision on their application and when they'll next hear from you.

Let them know what your general interview process is, e.g.:

- First interview
- Second interview
- Reference checks with 2 professional referees
- Probity or health checks
- An offer



- **CHECK IN!**

When you're done, call your Medijobs consultant to let them know how your interview went. We'll let you know what to do next.

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GOOD LUCK!





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