

HOW TO CONDUCT AN INTERVIEW - REMOTELY

The purpose of the interview is to determine whether the candidate is both job fit and business fit. You will be looking for their technical skills and past experience as well as their soft skills; how they work in a team or autonomously etc. In order to determine the candidate's fitness for your role, here are some hints on how to run a successful interview.

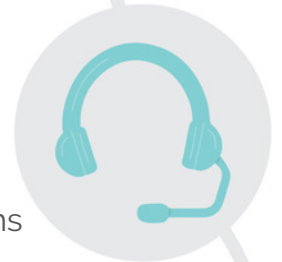
Preparation is key

Thanks to technology, you can still undertake a face to face interview remotely with a prospective employee via a number of different video applications for example Skype, Zoom or even FaceTime. The team at Pointer can assist you with getting set up if you haven't interviewed 'virtually' before.

- Prior to the interview review their resume thoroughly. Look at any gaps in working years, any roles that didn't last particularly long or any roles that seemed out of the ordinary. All of these require further investigation in the interview.

- Review the position description and role requirements and create questions seeking situational examples from the candidate (Pointer has a great list of potential interview questions that you can download).

At the beginning or prior to the interview, provide the candidate with an overview of the role and responsibilities, where the position sits in the business structure and a little bit about the business as a whole. This will give them better context when answering questions. This might also relax the candidate and allow them a little more time to feel comfortable. After all, a more relaxed candidate will offer up more information which will only benefit you more.



Conducting the interview

- Allow the candidate to ask you any questions. This might be a good indication of how prepared they are for the interview.
- Ask for the candidate's salary expectations for the role. Some businesses advertise a specific salary or salary range therefore the candidate may have some idea already as to what you are prepared to pay. If possible, do some research into what their current role is paying so that you are in a better position to make an appropriate offer.
- Clarify referee details with the candidate. Ensure that you have their most recent employer's listed. Do not accept personal referees as these are not useful in an employment situation.
- In concluding the interview, give the candidate an indication of how long the recruitment process will be and what steps are left to take.

Consider this:

The best indicator for future performance, is past performance. This combined with their qualifications and personal qualities will determine whether an employee is right for a role. Therefore, in the interview you want to know how they have handled situations and roles in the past so that you can determine how well they will do in this role.

- Why are you interested in this role? What is your motive for applying?
- Why are you leaving your current role? (If applicable) -To see what their attitude is towards their current employer.
- What do you like/dislike about your current/most recent role? If they dislike something in their current/most recent role that would be involved in the role they are applying for, perhaps not a good fit.

Remote specific considerations: questions to ask the candidate

- Describe the remote workspace you currently work from or plan to in the future. What elements make it suitable for remote work?
(Looking for safety awareness, ergonomic awareness and being aware that working remotely is not working on the couch in your pjs).
- What tools/apps do you have experience with? (Ask about technology that you -the employer- currently use in your business)