



OUR TIPS FOR A **SUCCESSFUL INTERVIEW**



Introduction

- 1 Welcome candidate and introductions
- 2 Provide background on **a)** the business and **b)** the role
- 3 Quickly review candidate's resume and experience asking for any relevant clarification or additional information
 - Required Qualification, Certifications & Licences
 - Dates of employment – How long they were there (people often only include “years” in their resume and not the “start and end months”)
 - Why they left their recent roles

THE RIGHT INTERVIEW QUESTIONS TO ASK

- 1 What attracted you to this position?
- 2 What key strengths will you bring to this role?
- 3 Tell us about a recent project you worked on which you found a little more challenging:
 - a) Take us through the steps/ stages you went through from start to finish?
 - b) Is there anything you would have done differently with hindsight?
- 4 Sometimes issues arise that put a project deadline at risk – or even out of reach. Tell us about a recent time where this has happened to you – what was the situation, what did you do and what was the outcome?
- 5 How do you monitor and track your projects? How many projects are you normally managing at any given time?
- 6 Tell us about a difficult client or stakeholder that you had to work with. How did you manage the situation and what was the outcome?
- 7 What are you looking for at the end of a day/ week to know that you've achieved the outcomes that you're wanting and are doing a good job?
- 8 Do you have any questions?

Conclusion

- 1 Discuss salary and work hours
 - a) What is your current/ most recent remuneration?
 - b) What salary are you seeking now?
- 2 Confirm referee details with candidate
- 3 Outline the process from here