



## **The Ideal Interview Structure**

This section covers effective best practices, offering guidance to ensure your interview process is efficient, informative, and respectful of everyone's time.

Ensuring speed and decisiveness is crucial during an interview process, therefore we suggest as minimal amount of interview stages as possible – Two being the pinnacle depending on the level of seniority, during these two interviews we suggest covering off the three stage approach as outlined below.

## **Our Three-Stage Approach**

Structure is imperative when it comes to your interview process – A combination of comprehensive evaluation and a streamlined experience. Our approach is the three-stage interview format, designed to make an impactful impression, whilst assessing qualifications, gauging cultural alignment, all whilst ensuring an impressive experience. This approach enables a productive exchange where both parties are able to evaluate each other, regularly leading to a positive outcome.

### **Stage 1: Establish a Connection and Showcase Your Company**

In this initial phase, your objective is twofold: to assess if the candidate meets the necessary requirements and to educate and inspire them in regards to your company and the opportunity on offer. Engage in conversations that reveal their career aspirations and interests while positioning your business as a compelling destination. This stage offers a prime opportunity to highlight your company's values, vision, and mission, creating a compelling narrative that resonates.

#### **Objectives:**

- Understand the candidates experience to date and suitability for your need
- Assess the candidate's alignment with company values, vision, mission & culture
- Understand the candidate's ambitions and career aspirations
- Present the company as an appealing option

#### **Key Questions:**

- Can you tell us about your journey and what inspired you to apply for a role with us?
- How does our vision align with your ambitions and what aspects of this interest you?
- How do you envision contributing to our success?



## **Stage 2: Explore experience and expertise**

Take a deep dive into the candidate's technical expertise and past experiences. Depending on the role, this could entail a technical assessment or exploring their professional journey. By discussing past projects, challenges, and achievements, you gain a clearer picture of their skills and fit within your organisation.

### **Priorities:**

- Explore candidate's experience relevant to the role.
- Understand relevant technical expertise

### **Key Questions:**

- Can you demonstrate where you have shown your technical expertise on a recent project?
- What experience do you have with solving [specific challenge/task]?

## **Stage 3: Exploring opportunities and final impressions**

The final stage is dedicated to gaining a deep understanding of your company's opportunities, potential growth, future projects, expansion plans and what differentiates your team from others. This is also an opportunity for candidates to pose questions and engage with team members who can provide an overview of their own personal journeys. This stage serves as the concluding pitch to sell your company, showcase opportunities, and solidify their positive experience with you.

### **Priorities:**

- Present growth opportunities and unique selling points of the company.
- Address any remaining questions and ensure a positive candidate experience.

### **Key Questions:**

- What are your career aspirations, and how do you see them evolving with us?
- Are there any specific questions or concerns you'd like us to address?
- If we were to proceed to an offer stage how would you feel about that?