

## **Document: Elchemie Employer – Interview Guidelines**

### **Interviewing**

So where do you start on this mission? Firstly, you may be interested to know that the word "interview" comes from the French "s'entrevoir" meaning "see each other". Therefore your objective is not only to ask questions and get the right answers, but also to understand the applicant. An interview should be a two-way communication with the opportunity for the applicant to express their views (giving you more insight into them), and ask questions.

When an applicant sits before you, you hold an incredibly powerful position. You are the key, or one of them, to their success in finding a job - a necessity in the majority of peoples' lives. Don't let this power result in your intimidating the applicant. Ensure they feel at ease, relax them; this way you'll extract more information and honesty from them and be able to find out their real character, skills and appropriate qualifications for the job at hand.

Ask open-ended questions, starting with who, what, where, when, why, how, describe, tell me ... This will ensure the applicant opens up and gives more than one-word answers. And always clarify an applicant's comments and answers. If you are not satisfied, if you feel something doesn't sound right, this is the time to find out the truth - not when an offer is about to be made and your company has all but committed itself.

Ask a few questions to see if the applicant really wants to work for your company or is just out to get "any old job"; Why would you like to work for our company? Why did you choose this particular industry? What interests you about our product/service? Evaluate (never judge) the applicant regarding appearance, communication and expression skills, attitude and relevant experience - based on your job requirements. This person wants to work in your company will they fit in with your culture? Can they do the job? What can they offer your company?


In the light of the new Labour Relations Act, selection of applicants must be made based on the inherent requirements of a job.

Previously discriminatory factors such as age, colour and family responsibilities should not be considered unless they can be proven to affect the job in question. So bear this in mind while you are interviewing and overlook your personal prejudices, preconceived ideas and unsubstantiated generalisations.

It is also essential to get a full record of the applicant's experience and referees whom you can personally contact. If you accept prepared references or testimonials qualify them yourself - the forgeries these days can be outstanding! This goes, too, for qualification certificates. Ask to see the originals - and have no hesitation in confirming with the issuing body that they are genuine, if you have any doubts.

In conclusion, remember how you felt when you went on your last job interview - it will keep you in tune with the job seeker of today.

A good interviewing technique will ensure you and your other colleagues in the interviewing process use your time effectively. Good luck - now unveil those geniuses and fraudsters with confidence!

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