



Recruitment &
Management
Consultants

Interview guide for Clients

More and more companies are moving toward using behavioural interview techniques when meeting with candidates. It is based on the theory that past behaviour predicts future behaviour. You ask candidates to describe, or give specific examples of how they have previously handled situations.

A behavioural interview gives you the opportunity to understand how a potential employee would perform in various situations, and therefore if they are suitable for the role.

We have set out an **extensive list** of the type of questions you could ask, including some behavioural. We suggest that selecting 10 to 15 questions that may relate to your particular role will be adequate for each interview.

Behavioural questions may be worded in various ways but are generally formulated to gauge how situations may be handled relating to:

- Personality type
- Interpersonal skills
- Time management skills
- Handling of pressure situations
- Dealings with managers
- Handling difficult situations
- Marketing and networking skills
- Decision making skills
- Working with/managing team members (if relevant)
- Motivation
- Organisational skills
- Handling of conflict
- Handling of stress
- Problem solving
- Leadership skills and potential
- Influencing skills
- Public speaking/advocacy
- Financial responsibilities

Some additional tips for conducting an interview:

- An interview is a two way process. It is as much about the candidate making sure the company / position is right for them as vice versa. Make sure to 'sell' the company by promoting any firm benefits / positive culture.
- Know each role you are interviewing for and be prepared to answer questions.
- Avoid asking any questions relating to:
 - Age
 - Marital status
 - Family situation
 - Race
 - Religion
 - Sexual preference