



Recruitment Guides: Preparing & Debriefing Candidates



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Prepping Candidates

After you have sourced your candidates and chosen the ones you would like to interview - you need to prepare them for the interview. Prepping candidates for interview is important as you want them to do well in the interview process. The interview is not a test but a chance to get to know the individual on a personal and professional level.

Information which you may think is obvious is perhaps the most important:

- Time/ place/ directions/ parking info.
- Who are they meeting? Include names, titles, positions and background. Include links to their LinkedIn pages so people can do their own research and prepare.
- The interview process.- what to expect, the best approach to take and which questions to expect.
- The formality of the interview.

Has your candidate done their homework?

Check that your candidates know what to focus on. Give them all the details you know about the people, the company size, structure, position in the market, competition, history, case studies and future plans.

Direct your candidates to the right information

You want potential hires to be interested in the company and actually want to work there. Direct them to the right information so they can really get to know the company before the interview.

- Send links to important website pages.
- Send the candidates case studies and testimonials
- Ensure they research the company's competitors, finances and average deals.
- Tell the candidate about the company culture and lead them to places where this is visible.



Debriefing Candidates

Debriefing candidates is just as important as prepping candidates for the interview process. Debriefing shows you care about your candidates and also gives you a chance to understand how well the interview went.

Internal Recruiters

- Find out how the interview went from the candidate and ask for feedback on the company and the people they met.

- Email them as soon as possible regardless of the outcome. Good communication will reflect well on your company.

- Follow up with the candidate to see whether they want to role.

External Recruiters

- Get feedback from the client and candidate and let them know the feelings of one another (if they are positive).

- Follow up with the candidate to see whether they still want to pursue the role.

- Let the candidate know all the information as soon as you hear it. This includes whether they are going to have a second interview or whether they aren't quite right for the role.

Checklist

- Speak to the candidate
- What was the structure of the interview?
- What was covered?
- How long were you there/ on the phone?
- What did you think of XXX?
- Did you meet anyone else?
- What did you think went well?
- What do you think went less well?
- How was it left?
- Do you want them to join?
- What are the next steps?
- What interests you most about the role?



