

## Interviewing – an employer’s guide

Great care is spent making sure candidates are as prepared as possible in order to give a good account of themselves and ultimately land their dream job. However the other side of the equation, that of the potential employer, is quite often expected to be able to interview without being given the necessary skills to get the desired result.

At Pro-Recruitment we consult and advise throughout the whole recruitment cycle, including offering a completely free course for clients that are looking to recruit. We understand that your skill-set in tax, finance or the legal profession does not necessarily mean that you naturally get the most from the interview process. Our course can give you the winning edge in interviews to ensure you attract the candidates you want.

The course we run normally takes around an hour and can also prove to be a good networking opportunity. We typically run our interview courses at 8am so that it does not disrupt your working day; we also provide breakfast as an added incentive. Alternatively if there is a group of you we can come to you.

To offer you a flavour of the course the main subject areas are listed below:

- Who is the best person within the firm to conduct the interview?
- Creating structure to the interview
- Identifying what you want to find out and how to extract that information
- How to use follow up questions to their best advantage
- Controlling the process
- Realising it is a two way process
- Selling the position

If you would like more information please do not hesitate to contact me:

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