

# SELECTING THE RIGHT CANDIDATE



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## **Table of content:**

Short-listing and interviewing

Interview technique

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## SHORT-LISTING AND INTERVIEWING

Drawing up a shortlist means cutting through the pile of applicants until you have a selection of candidates that you would like to request for interview. Unfortunately people often apply for jobs that they are obviously under-qualified for.

### **When you contact prospective interviewees, provide clear instructions covering:**

- Date and time of the interview
- Where you are located and how to get there
- Who they should ask for
- How long the interview is likely to last
- What they should bring with them
- Whether they will be reimbursed for travel expenses

## INTERVIEW TECHNIQUE

Interviewers often have a number of set questions which they ask every candidate. These questions are based around the requirement of the job, and by asking the same questions, they can draw a direct comparison between each candidate.

- The interviewer should ask questions, which are open, for example how, when, what, why etc. giving the candidate the opportunity to answer fully, rather than responding with a simple 'yes' or 'no'.
- Avoid interrupting the answers or leading them in any direction.

- Summarise the responses back to the candidate, before making notes, to ensure that you have fully understood.

Normally the interviewer shouldn't be tempted to talk too much to fill any potentially uncomfortable moments of silence. The silence can from the interviewers point of view be a very effective way of encouraging the candidate to offer up more information.

Interviewers must remember that what appears to be a more informal chat than a 'grilling' tends to put a candidate at ease to get a more honest response. This gives valuable insight into the candidate's personality traits, rather than simply an understanding of their skills and experience.

### **The recruiter should remember to notice the body language of the candidate:**

- The initial hand-shake and introduction reveals a lot of a person.
- So does the seating position, body language, gesticulation and of eye contact.



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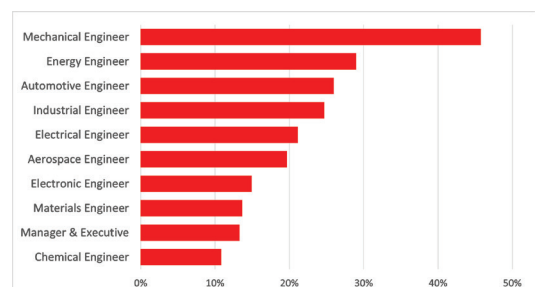
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- 15 000 users (unique visitors)
- 12 700 receiving our email Newsletter
- 25 000 custom Job Alert emails sent weekly

## Highly qualified Engineers in Europe

Through years of marketing and networking at industry relevant events, EuroEngineerJobs attracted a niche audience of highly qualified candidates.

- 97% are willing to relocate
- 37% have a Master or PhD in an engineering field
- Multilingual with English as the most common language



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- Tim Suggitt, International Sales Director, Aktor Interactive



**"I often advise multinationals within High Tech, Chemical and Manufacturing industries to use EuroEngineerJobs to source highly qualified engineers. During the past 6 months I've successfully used EuroEngineerJobs for positions such as Process Safety Engineer, Support Engineer, Chemical Engineer and Lean Engineer. Despite complex job profiles and the scarcity of the target audience we were able to generate good resumes."**

- Senior Consultant, VONQ - Online media company