

# SELECTING THE RIGHT CANDIDATE



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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.



## Top companies use IntJobs



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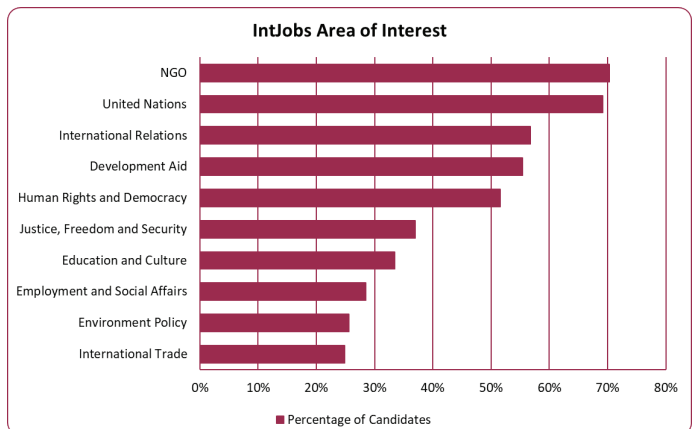
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- Centralized site for experts experienced in international affairs, development and relevant policy roles.
- 25 000 sessions (visits)
- 20 000 users (unique visitors)
- 7 500 weekly general Newsletter sent
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## Highly qualified international affairs jobseekers

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

- 95% are willing to relocate
- 68% hold a degree in development, international affairs or policy
- Multilingual with English as the most common language



## What our Clients Say



"Thanks we were **very pleased with the response** we received for our Programme Manager Caucasus position, which is split between London and Tbilisi. We received a lot of applications from persons with a **good understanding of the Caucasus**, willing to travel and a lot of **policy related experience**."

- Marie Aziz, Saferworld



European AIDS Treatment Group "We decided to post the job ad for Training & Communications Coordinator with **Pre-selection Questions**. It **really saved a lot of time** using the Pre-selection Questions to come up with a list of 5 candidates best qualified for interview. Since then we have offered the position to one of those candidates! I appreciated the help from the consultants to create the best questions and really thank them for the support they provided."

- Koen Block, Executive Director, European AIDS Treatment Group (EATG)



"We had a **huge response** from the Eurobrussels website, receiving some 200 applications for our Communications Officer position in Brighton. **Using "Pre-selection Questions" is a great time saver too**. Many thanks!"

- Alice Birch, PA to Chief Executive, European Social Network



"We are very pleased with the services Eurobrussels provides. Our **vacancies are uploaded** quickly to your website, resulting in **many high quality applications**; we know that eurobrussels.com is the place to be for job seekers in Brussels. The **statistics** you provide about visits of our job advertisements are also very useful."

- Chiara Martinelli, Assistant to the Secretary General, CIDSE