Interview Preps

CBREX

Interview Preparation

This document outlines how to prepare a Candidate for a Client interview. Sourcing partners need to support candidates for client interviews by conducting thorough and effective interview preparation.

Providing them with information about what to expect and how they should prepare, not only helps a candidate feel more comfortable during the interview and eases anxiety but increases the chances that they will receive an offer.

Tips For Sourcing Partners – For All Interviews, be sure to:

- Provide a brief about the client to the candidate - the website link or some latest positive news article so that he/she can be prepared by researching the client company.
- Discuss and review the opportunity in detail. Give a thorough understanding of the req. (skill sets, technical level, daily expectations), work culture, and general expectations.
- Highlight what to emphasize in the interview (e.g., skills, previous work/industry experience)
- Help the candidate with good questions to ask. Asking intelligent questions not only demonstrates a candidate's knowledge of a company but it also helps to discover if the opportunity is right fit.
- Encourage candidate to brush up on skills through manuals, WBT, etc.
- After the interview, set up time for feedback with the candidate. This will give you an opportunity to understand if the candidate is committed to pursue the opportunity.
- Confirm interview date, time, location, (phone number, as applicable) with client and candidate.
- Follow up and reconfirmation is key to a candidate to successfully show up. While doing this,cover the basics (budget, duration, other opportunities), but remember to discuss the unexpected as well (vacations, counter offers, etc).
- Remind the candidate not to discuss salary/rate with the client until the HR round.
- Wish the candidate good luck!
- Send a follow up email with the information the candidate will need (e.g., directions, time, contact info, relevant content from above).

Interviewing Tips to Share with Your Candidate:

- Be confident
- Non-verbal: good eye contact, strong handshake, good posture, appropriate facial expressions and hand gestures
- Smile through the interview (even on the phone). The manager will hear/see the positive and friendly approach.
- Verbal: clear, concise, relevant responses
- What you say (verbal) must match your body language (non-verbal) or people will pay more attention to your body language than to what you are saying
- Dress professionally and comfortably (e.g., suit, tie, dress shoes, business sit/skirt).
- Bring a note pad and pen
- Bring examples of work and/or positive experiences on other projects
- Ask for the job - have candidate tell the manager (if it's true) "This sounds like a great project, and I would gladly accept it if it were offered to me."