

# THE TOP 5 WAYS TO PREPARE FOR A RECRUITMENT INTERVIEW





# INTRODUCTION

Your consultant has set you up with an interview, but where do you start?

That's where this guide comes in. We're here to help you prepare, even for the toughest of recruitment interviews.

# 1 FORGET WHAT YOU'VE HEARD - ALWAYS JUDGE A BOOK BY ITS COVER

Potential employers are often quick to judge. Avoid any negative first impressions by following these tips, both in your introduction and throughout the interview.



## BE ON TIME

This is essential, make sure you plan your journey and arrive with plenty of time.

## SET A GOOD FIRST IMPRESSION

First impressions last. Make sure you create the right one by following these tips:

- A solid handshake is always favoured.
- Aim to introduce yourself first. A confident demeanour and tone, along with good eye contact and a smile, are key.
- Make sure to remember the two Es: Energy and Enthusiasm.
- Build a rapport with the interviewer and ask questions as you head to your interview.

## DRESS TO IMPRESS

Wear business attire, unless otherwise stated.

## SWITCH YOUR MOBILE PHONE OFF

To avoid any unnecessary interruptions, keep it in your pocket for the duration of the interview.

## BODY LANGUAGE

Don't slouch - sit up straight.

## AVOID

Lying, chewing gum, rambling, mumbling, swearing, being negative, or other general behaviours that aren't considered best practice in an interview scenario.

## 2 KNOW YOURSELF AND YOUR MOTIVATIONS

You need to be specific about your own motivation when looking for a job in recruitment. State what you really want from your job.

Don't sugarcoat it; be honest with your interviewer about what really drives you.

The industry can be demanding, so you need to have strong driving factors to propel you forward.

We recommend mentioning:

- Earning potential
- Progression
- Training and development

However, it's not enough to just state these factors, you must explain them.

For example, say something along the lines of, "the financial rewards in recruitment would offer me the opportunity to get on the property ladder, a down payment/deposit of £30,000 would take two years to save up in comparison to other careers."

It's also worth noting that knowing your CV inside out is what will set you apart from other candidates. Make sure you know timings, like when you left a position and the reasons why.

It's also important to ensure you can recall facts about your employment history such as specific successes, notable metrics and achievements.

We recommend mentioning sales experience too, if you have any.

Always connect your CV experience back to the competencies for a recruitment role.

#### EXAMPLES:

- Targets you had to hit
- High-pressure situations
- Times you showed resilience
- Dealing with tricky situations
- Strong communication



### 3 THE RIGHT QUESTIONS TO ASK

Asking questions is vital in any job interview, but particularly for a recruitment interview.

Before arriving at the interview, we recommend researching the business you'll be working for in detail.

Thoroughly explore their website and search the interviewer's LinkedIn profile. From there, you'll be able to ask the appropriate questions for the "professional" category explained below.



Within any recruitment interview, there are three different categories of questions you can ask:

## 1 PROFESSIONAL

(to be asked during the interview)

This category includes questions about the role, the business, and what your day-to-day might look like in the first year.



For example:

- “What are the plans for growth this year?”
- “What has the market been like recently?”
- “What is happening in your market that you’re finding interesting lately?”
- “Do you focus mainly on contract or permanent recruitment?”
- “What training do you offer?”
- “What is the progression structure like?”
- “Do you mainly work retained or contingent?”
- “What does your top biller do differently to their colleagues?”
- “What attributes do you think contribute to your success?”
- “What is the key determiner of success in this role?”

## 2 PERSONAL

(to be asked at the end when the interviewer prompts you for any final questions)

This category focuses on the interviewer themselves, allowing you to learn more about the role from someone who already works for the agency.

## 3 CLOSING

(to be asked when you feel necessary)

This category of questions covers all bases.

For example:

- “What do you enjoy about working here?”
- “What attracted you to this business?”

Or, if they are the owners, “What are you most proud of?”

For example:

- “Do you have any reservations or concerns?”
- “What would be the next steps in this process, should I make it to the next stage?”

## TOP TIP:

Make sure you engage with the interviewer’s responses – demonstrate your interest, ask follow-up questions or add your own input.

This will show them that you’re asking questions to genuinely find out more about the role and the organisation, rather than just asking to make a good impression or fill a check box.

## 4 SOME COMMON INTERVIEW QUESTIONS

### NOTE:

You shouldn't have scripted answers to these, but do prepare points you can make.

- Tell me a bit about you.
- What do you know about the recruitment industry?
- Why does a career in recruitment appeal to you?
- What have you done so far to secure a position in recruitment?
- What is your understanding of this role?
- What skills do you think a good recruiter needs to have?
- What skills do you have that will help you succeed?
- What experience do you have that is relevant to a recruitment role?
- If you did start a career in recruitment, what do you think the biggest challenges would be?
- What are your unique selling points?
- Where do you see yourself in five years?
- What targets did you have in your last role and how did you perform against them?
- What can you tell us about our company?
- Why do you want to work for us?
- What are your strengths/weaknesses?
- What motivates you?
- How would your last manager describe you?
- What do you want to earn in the next year/ three years/five years? (be honest, realistic but ambitious)



Additionally, it's also a good idea to have answers for competency questions, for example:

- “When have you demonstrated one of the skills required for recruitment?”
- “Give me an example of a time when you have shown exceptional”
  - Drive
  - Resilience
  - Persistence
  - Initiative
  - Influencing skills
  - Money motivation
  - Communication
  - Tenacity
  - Problem solving skills
  - Multi-tasking

## 5 REVISE YOUR RECRUITMENT-SPECIFIC TERMINOLOGY

We've collated our own glossary of recruitment terminology so you don't have to.

### CANDIDATE:

The candidate is the person you're helping to find a new job. You'll look through their CV, interview them, and put them forward for jobs you believe they'll thrive in. You'll essentially be presenting them to the market.

### CLIENT:

The client is the business you're recruiting for. They have a job opening and your aim is to fill that position. The client is also the one who pays you for your services.

### 180 RECRUITMENT:

180 recruitment (otherwise known as delivery or resourcing) is the candidate side of the recruiter's role. The focus is either on business development or candidate generation.

### 360 RECRUITMENT:

For 360 recruitment, you'll continue with the 180 recruitment candidate process management, but you'll also manage clients too. As well as these processes, you'll also win new business and manage accounts.

### FEE:

The fee refers to how much the client will pay for a candidate. It is usually determined as an agreed percentage of the candidate's salary, but you will have to negotiate the fee in most cases.

### SALES:

Remember that recruitment is a sales-based role, not an HR role. Make sure you convey that you know this during the interview.

### TEMP ROLE:

Temp or temporary employment refers to an employment situation where clients require candidates to work with them on a flexible basis. Usually, they are paid by the hour and this form of employment is for a fixed term. This type of contract may extend or flex up and down. An example would be a receptionist.

### PERM ROLE:

As implied, clients require a member of staff who will work with them on a permanent basis for the foreseeable future. This also includes fixed term contracts, where the employee is contracted through the client's payroll.

### CONTRACT RECRUITMENT:

Contract recruitment means that a person will be placed in a fixed term contract, e.g. 3 months, 6 months, etc. Contractors tend to be more experienced professionals than temp workers. They generally charge a daily rate. An example would be an engineer. Top tip: If you treat a contractor well, they'll come back to you for their next role.

### RETAINED RECRUITMENT:

This type of recruitment tends to be for higher level roles (and mostly permanent ones), where the client will pay some of the fee upfront and then the remainder when the candidate is found.

### CONTINGENT RECRUITMENT:

This type of recruitment is when the client will pay the fee once the candidate has started the role.



# THE CONCLUSION

As your job interview comes to an end, make sure you find out the next steps and thank the interviewer for their time. Following up with an email will not only demonstrate your communication skills (and speak to the kind of ongoing client service you provide) but also keep you at the front of the interviewer's mind.



As always if you have any questions, get in touch with your consultant who will be happy to help.

GET IN TOUCH

