

### Short listing

Whether you use a CV or application form, short-listing against the person specification will enable you to interview young people who meet your requirements. Colleagues who will be on the interview panel need to be involved with this stage in order to get a consensus about the best potential candidates.

### Testing candidates

For some jobs, tests can be useful to assist your decision. This might be the case where there are a very large number of people who could potentially be short-listed or where specific skills cannot be tested either through the application form or interview.

If tests are to be used they need to be objective and clearly focussed on the skill or ability within the person specification that you need to test.

### The Interview

Prior to the interview you will need to

- Plan your questions to assessment knowledge, experience and skills
- Plan the interview environments to be as comfortable as possible avoid interruptions
- Allow adequate time for each interview
- Ensure you have the CV/Application form available and have identified any areas for clarification

During the interview you will want to ensure a two-way flow of information, which may include

- Explaining the purpose and structure of the interview
- Use open questions drawn from your prepared list
- Give the candidate an opportunity to ask questions
- Explain how and when you will make your decision and let candidates know

### Making a decision

Assess the candidates by

- Reviewing all the interview notes
- Comparing assessment/test results if used
- Reviewing their strengths against the person specification