



First of all, I like a two step interview process. This has a number of benefits. The first one is that you get to know the applicant better so you can make a more informed choice.

The second part, is that it makes you the prize and puts you in control of the whole process. Far too often we are concerned with trying to impress the potential applicants and we get nervous, and I can understand that, because we get so under the pump that there's a real need for getting a new staff member on board. But you need to be in control of the interview process and it really is a process.

You need to have a systemised script in place with pre – canned questions that positions you as the prize. And if they impress you enough, only then can they progress to the next level.

To give you an idea of this I would start the call with something like:

Hi Tim, it's tristan bond here from the amazing healthservices group . I had you booked in for a phone interview with me today at 1pm, did you have that too?

Ok great, Great, thanks for being on time.

We only have 10 minutes, and I have another call right after you, so we'll need to keep to time - is that ok?

My job today is really simple. I'm going to ask you a load of questions to work out IF or HOW we are a fit

It's going to feel a bit like a friendly interrogation, and we don't have much time, so keep your answers nice and short and let's stay on track....

If I don't think we are a fit, I'll let you know politely and I'll try and point you in the right direction.

If I feel we might be a fit, we'll book in another time to talk further. Is that OK?

Ok, let's get started...

So you applied for a position with . What I want to know is why me and my practice?

(I listen to their answer and then move on to)

Ok, tim In 30-60 seconds, tell me a bit about your clinical strengths.

Then I move onto : what do you most want to achieve in your career in the next 12 months?

Then what do you need from me to help make that happen?

I then move onto the close and this is where I let them know whether we will be progressing to the next level or not, which is the in person interview.

I said at the start my job today was to ask you a bunch of questions to see IF you might be a fit for us. I promised if I thought you weren't, I'd let you know politely and try to point you in the right direction.

And I said, if I thought we might be, we'd book in another interview to talk about how we might be able to progress

So the good news is, I think we might be a fit.



So, the next step for us is to book in another conversation for us to talk in more depth and to explore this further.

My assistant Sarah will organise a time with you in just a moment, it will be for an hour.

It will be sometime early next week.

So: that's how I frame the interview process.

Can you see the difference that makes in terms of control and framing.

And then at the follow up interview, you have all of your in depth questions ready to go, and then you can make a more informed decision.

Even at the second interview I still wouldn't offer the position, I would let them know at the end that you will be in touch within the next x period to advise them if they have been successful or not, and I would also invite them to send through anything that they believe may be useful for me to know about them before then that may affect my decision or not. Once again, this positions you as the prize.