

# Quick Guide: Structured Interview Questions

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Using Structured Interview Questions simply means asking each candidate a set of pre-prepared questions, in the same order, and without giving any immediate feedback. When used properly they help you:

- Objectively assess candidates
- Give a consistent and fair candidate experience
- Prepare clear feedback for your internal stakeholders and the candidate



## Prepare an Efficient Interview Process

1. At the start of the recruitment process, decide who will interview the candidates. Decide what each person is interviewing for, and who is responsible for coordinating the interviews.
2. Incorporate some structured interview questions. TIP: To avoid giving any verbal or non-verbal feedback, focus on writing down the candidate's responses. This will be useful later.
3. Give clear feedback to your internal stakeholders and eventually the candidate. Whether the candidate is selected or not, you want to give them the best experience possible.



## Example Structured Interview Questions

1. Tell me about one of the bigger challenges you faced in your current position?
2. What actions did you take and why?
3. If you were in the same situation in the future, would you do something differently?

## Analyse the Candidates Responses

Even though you are only asking three questions you can learn a lot about the person.

- Is the challenge they talked about relevant to your business?
- Would you also consider it a challenge or might they be overwhelmed in the position you are hiring for?
- Are they talking about "I" or "we"?
- Were their decisions driven by data, experience, speaking with colleagues or were they a bit of a lone wolf?

## Give Clear Objective Feedback

Use the candidates own words, compare them to your expectations of the role and the responses given by other candidates.