

# Interview

Whether or not you interview by yourself or with a panel, you need to be consistent in what you ask each candidate. Have a plan, and keep your interview notes.

## Accessible

- Can people get in and out of your premises?
- And the interview room?
- Don't just think about wheelchair access: people with impaired vision or other language needs.

[www.startups.co.uk/how-to-improve-your-workplace-access.html](http://www.startups.co.uk/how-to-improve-your-workplace-access.html)

## Key questions

- Plan your core questions to open up the conversation
- Ask for examples of their work
- Differences can add value to your business

[www.businessballs.com/interviews.htm](http://www.businessballs.com/interviews.htm)

## Don't ask illegal questions

Never ask about

- Age
- Illness (but you can make any job offer subject to a medical examination)
- Disability
- Relationships

[www.theguardian.com/money/blog/2012/mar/30/what-can-ask-job-interview](http://www.theguardian.com/money/blog/2012/mar/30/what-can-ask-job-interview)

## What are you like?

- Does your panel reflect your current workforce?
- Is your current workforce reflecting your community?
- And your customers? (and the ones you don't yet have)

[www.mertonconnected.com/small-groups/interviews](http://www.mertonconnected.com/small-groups/interviews)

## Offering the job

- Subject to references and medical exam
- Probationary period
- Confirm any adjustments that might be needed

[www.acas.org.uk/index.aspx?articleid=4221](http://www.acas.org.uk/index.aspx?articleid=4221)

## **Feedback**

- Give constructive advice to those who did not get the job
- It can really help people applying for their first job - especially young people

<http://appointmentsbilanguage.co.uk/interview-feedback/>