

HOW HUMAN RESOURCES MANAGE AN INTERVIEW IN 6 STEPS

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START SIMPLE

Begin the interview with some simple questions. This will help you and your interviewee feel more relaxed.

Questions like:

"Tell me about yourself."

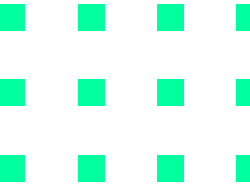
"What do you do in your job exactly?"

"What kind of work do you enjoy?"

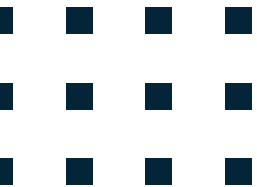




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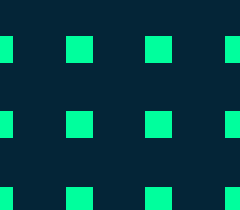


Determine whether your interviewee is A2 (at least) by listening to their responses. Are they speaking from a memorized script? Did they understand the questions easily? Are there a lot of errors already?

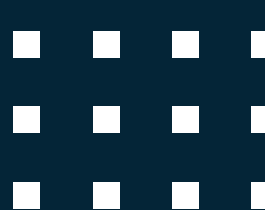


DO AN A1-A2 CHECK





ASK A QUESTION IN PAST OR PRESENT PERFECT



Ask your interviewee a harder question using one or both of these tenses, such as:

"What have you learned over the last three years?"

"What did you find challenging in your last job?"



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How did they respond to those questions? Did they struggle?

Were their answers extended? Or short?

How was their grammar?



**DO A B1
CHECK**

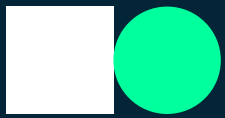


ASK FOR AN EXTENDED ANSWER

Ask a hypothetical question where the candidate must think and prepare an extended answer. Pay attention to fluency and connection of ideas



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DO A B2 CHECK



How did the interviewee respond? Was their answer limited? Did they understand the question fully? What kind of vocabulary did they use?