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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?