



CHRISTOPHER ROW

EXECUTIVE SEARCH

Build a Candidate Winning Interview Process

STRATEGY DEVELOPMENT

The average interview process in the Life Science sector takes around 6-8 weeks and this does NOT include the initial sourcing of candidates, which for some areas can take an additional 4-6 weeks. This means that when you are approving the recruitment of new headcount, it is essential that a robust recruiting strategy is in place, especially when it comes to interviews.

The information here is provided to help create a structured interview process, ensuring there is consideration for timelines and the appropriate steps to ensure you are qualifying applicants properly and receiving an advantage over your competitors who are trying to engage the same talent.

There are several things that are vital to clarify prior to creating the interview strategy:

Project Leader: *Who will take responsibility for recruiting milestones and consolidating feedback? (usually the Lead Recruiter)*

Timeline Target: *When does this person need to start. Ensure you are considering likely notice periods and sourcing timelines.*

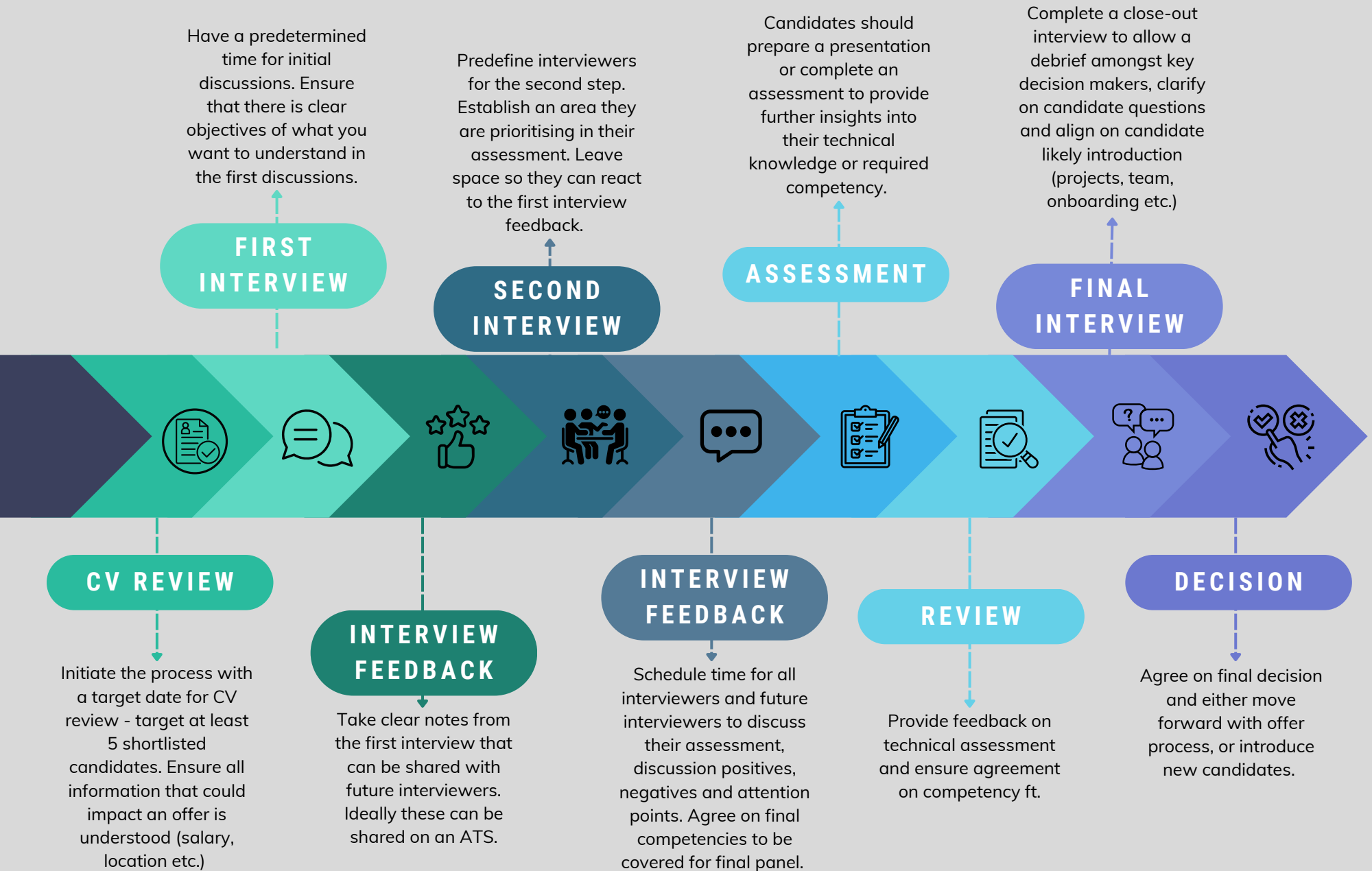
Interview Panel: *Who will be essential in the interview and decision making process. Make sure they are aware of their involvement.*

Assessment: *Will there be an assessment or presentation and if so, what will be expected from both the candidate and the team.*

Feedback: *How will this be communicated (verbal, system, written)?*

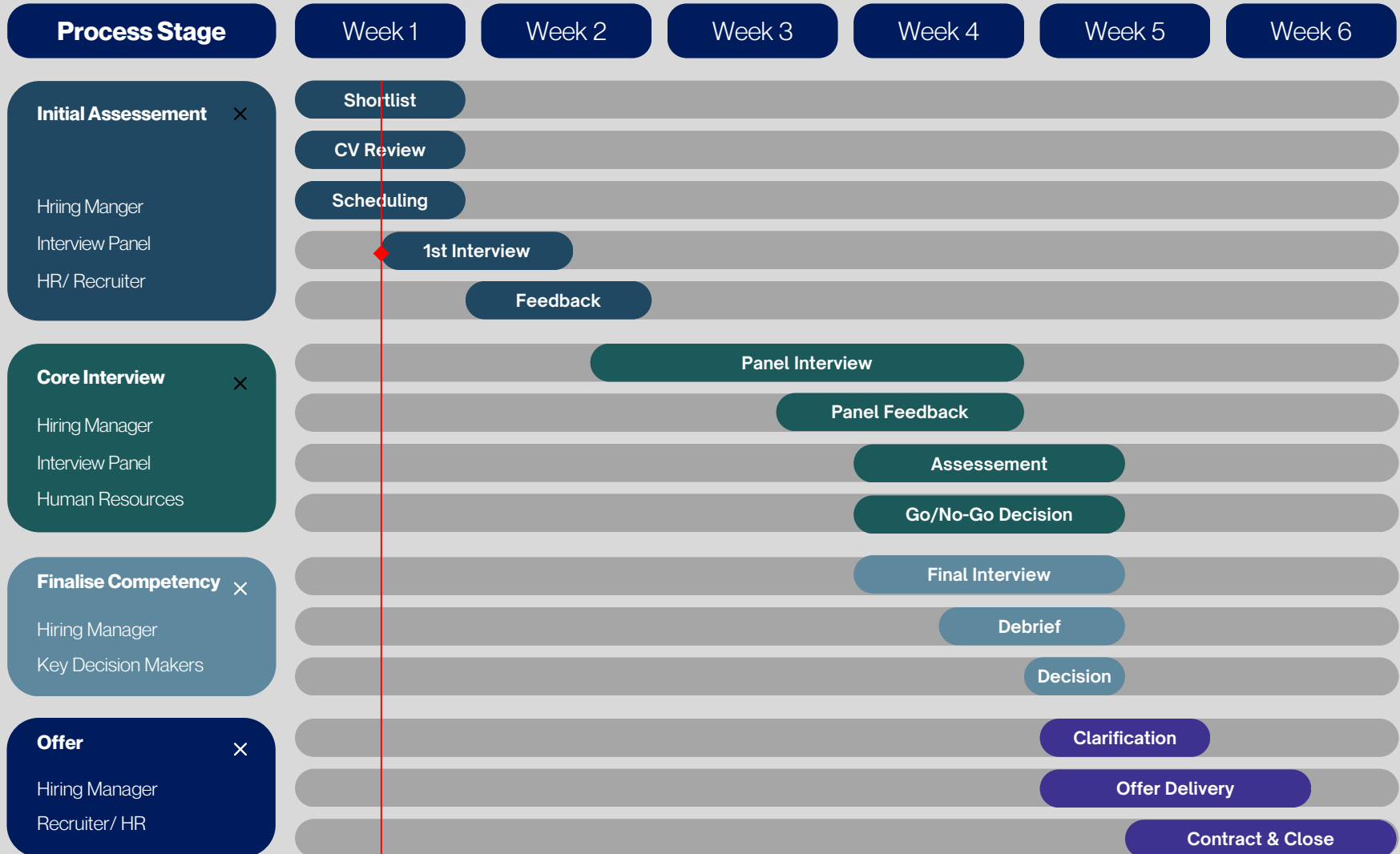
Candidate Volume: *What is the minimum number of candidates you will need to interview before making any decisions?*

OVERVIEW: INTERVIEW PROCESS STRATEGY





INTERVIEW PROCESS TIMELINES



INITIAL ASSESSMENT

The initial assessment of candidates will encompass:

Agreement on Shortlisted Candidates - usually compiled by the Lead Recruiter (internal or agency) via advertisement and direct sourcing.

Review: CVs are reviewed by the 'Hiring Manger' for the position. Agreeing an initial date for when CV reviews and feedback will happen will create project milestones for recruiters to ensure they are bringing you a shortlist of available candidates on time.

Scheduling: Clear timelines are then agreed for when interviews will happen and the interview panel is also agreed upon and communicated with to ensure availability and to prevent delays.

1st Interviews: The hiring manager selects the candidates from the shortlist they would like to bring in for initial interview and will set a clear structure for the first interview to ensure consistency in the evaluation of candidates. Usually 30-60minutes, covering key experience, challenges they may face and a brief insight into the position.

Feedback: The Lead Recruiter will collect feedback from both the candidates and hiring manager so that next steps can be scheduled. Feedback will be shared with additional interview partners so they can plan for appropriate questioning.



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CORE INTERVIEWS

The Core Interview process will encompass:

Panel Interview - The predefined interview panel will have been selected at the beginning of the process and they will each be tasked with a slightly different objective during each interview discussion - often dependant on their functional deliverables and the relationship they will hold with the candidate.

Tip: should interview panels have multiple people from similar departments, you can have them interview candidates as a group to streamline the process.

Panel Feedback: The interview team will have a review meeting in which they will communicate their thoughts on all candidates interview performance and agree on go/no-go decision. Any attention points should be noted and implemented into the final stage of interviews to ensure confidence in candidate selection.

Assessment: Including a presentation or a technical assessment is a highly useful tool to evaluate candidates technical knowledge or ability to implement what is desired within the job, for example, how they would build a team for a newly established group in the organisation. This should be defined at the beginning of the process to ensure candidates are aware of this step so they can adequately plan to ensure there are no delays in the process.



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FINAL COMPETENCY



The Final Competency will encompass:

Final Interview - This will allow a final debrief between the candidate and the hiring manager/ key decision makers. It is an opportunity to clarify on any final questions the candidate has relating to the position and also provide some insight into the likely projects the candidate will be supporting so they have an understanding of their onboarding. Any final attention points can be covered as well.

Debrief: Final discussion with interview panel and key stakeholders to agree on whether to progress with the candidate.



Decision: Provide final decision to Lead Recruiter so they can prepare communication with interviewed candidates, so that structured feedback can be provided to unsuccessful candidates and offer planning can be put in place for successful candidate.

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OFFER

The Offer process will encompass:

Clarification - pre-empting the candidates likely response to an offer is essential. Putting your best foot forward is vital at this stage, and ensuring you know exactly what their decision will be when you put an offer in front of them. Re-clarify on salary expectations, any other developments they have had during the process (other offers for example), any final concerns they may have. This will allow you to build an attractive offer for them.

Offer Delivery: Once approved set a time to deliver to the candidate verbally and then follow up with additional details of the offer in writing. Clarify on initial feedback and agree a timeline on their decision.

Contract & Close: Once contract is signed and returned, process can be finalised with feedback delivery to unsuccessful candidates. This is essential for employment branding, especially if you wish to reconsider their candidacy in future.

