
HOW TO PLAN A SUCCESSFUL ASSESSMENT DAY



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SETTING UP FOR SUCCESS

So you have your candidates lined up to meet, your room booked and interviewers confirmed... what next?

Follow these simple steps to setting up and you'll be well on your way to recruiting your next employee.

Prep the room ready for your interview.

Ensure:

- The room is clean / smells clean
- There is plenty of light
- The materials you require are there – Flip chart, Projector, Laptop etc...
- You have enough chairs and a clean table to sit at
- You have refreshments ready (tea/coffee/water/milk/sugar)

When the candidate arrives at the office/ meeting area:

- Greet them with a smile and introduce yourself / shake hands
- Offer them refreshments - tea/ coffee/ water etc...
- Take his/ her coat and hang up
- Sit them outside the office in the waiting area
- Make them feel welcome

Give them the application form to fill out while you are making them a drink. Check on them after 5 minutes, as they might want to ask you questions about the form.

WHAT'S NEXT?

After that take a photo (if you take it before the interview and it doesn't come out right you will have enough time to take another one). Having a photo is not essential but does help if you are interviewing multiple candidates as by the end of the day it will be difficult to remember who was who. You may ask them to bring a photo with them if that is easier.

Then bring him/ her back in to the office and sit them in the waiting area, let the interviewer know that they are ready.

Paperwork you will need:

1. A copy of the application form
2. A copy of the HR test
3. CV for the candidates being assessed
4. Supporting information for each candidate
5. Job descriptions
6. Company information
7. Attraction pack for them to take away
8. Interview questions

Check that the individual interviewing is OK for a drink. Do they want another coffee? Or need anything before the interview?

It's as simple as that - good luck!



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