

## Interview Tips

- Arrange job interviews so that you have enough time between meeting candidates to give yourself a break, refresh, and prepare for the next interview.
- Before conducting job interviews it is important to review each candidate's resume and cover letter. This will remind you of any questions that you had for the candidates when you first read their applications.
- Prepare a rough list of questions to ask during the job interviews. This will help you to find out everything you need from the candidates.
- Starting the interview off with some small talk and ask several easy questions will help the candidate relax. This will in turn help the candidate to demonstrate his or her best knowledge, skills, and experience.
- Do not ask questions relating to the following: age, weight, breastfeeding, carer/parental status, impairment, gender identity, industrial activity, lawful sexual activity, marital status, physical features, political belief/activity, pregnancy, ethnicity/race, religious belief/activity, sex, sexual orientation, or any other information that could be perceived as controversial.

It is unlawful to discriminate, either directly or indirectly against an applicant on the basis of any of the above details.

- If the position is on-farm, it is appropriate to discuss the position and property with the candidate. It is also appropriate to go for a drive around the property and to show the candidates the accommodation available on-farm.
- Do not offer the position to any candidate during the job interview.
- Let each candidate know when they can expect to hear back from you. Ensure that you do get back to them regardless of whether they were successful or not.
- It is not necessary to provide detailed feedback, but this can assist the unsuccessful candidates in their future job search. Steer clear of the above mentioned discriminatory topics in your feedback comments.
- Remember, the candidate is interviewing you as much as you are interviewing them. They want to make the best career decision too. So, ensure you also put your best foot forward, be open with information about the position and mention the benefits of working within the business.