



Recruitment tips for Section 5

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Preparing for interviews

It sounds obvious but candidates are considering LSE as an employer, just as much as you are considering them for the job and so it is important to give a good impression. Careful planning and ensuring the basics are covered are key to making your interviews go as smoothly as possible.

Things you might want to consider;

- Where should candidates report to and who will greet them when they arrive?
- Have you allowed enough time for the interview? Interviews are normally 30-45mins per candidate, although you may wish to extend this for more senior or specialist posts
- Will you ask candidates to give a presentation, take a tour of the department/campus, or have a test before the interview? If so, who will facilitate this and ensure that candidates get from A-B
- Where will you hold the interviews? A room which is comfortable and away from noise or interruptions will help candidates relax and give a positive first impression
- Have you let all the panel members know which candidates are coming and the interview times? Have you factored in time for the panel to agree questions before-hand and to discuss the candidates afterwards? Confirming this to panel members in advance help to ensure that there is no confusion on the day
- Will you want to have any catering at the interview? You may want to provide refreshments for the panel, as well as some water for the candidates

Preparing interview questions

The key to interview questions is that they should be related to the criteria on the person specification and enable candidates to give evidence about how they meet the criteria. Think about using questions that encourage candidates to open up about their skills and experience and also think about how you could probe for more evidence if you need to clarify, or if you need more detail.

Making notes at interview

It's helpful to take notes at the interview to help you remember what candidates said. Notes can also help you to respond to feedback should a candidate request it afterwards. When making notes, remember that candidates can request to see them under the Data Protection Act. Therefore, please ensure that you only make a note of things that you would be happy for a candidate to see, and do not write anything that could be perceived as discriminatory. You should keep your notes for a minimum of 6 months after the date of the interview. To save space, you may wish to scan in handwritten notes and save them to a confidential location on your PC.

Equality and diversity

The School is committed to promoting equality and diversity in everything it does, including recruitment and selection. Have a look at the [policy on equality and diversity](#) on the HR website for more information.

In addition, equality and diversity training is mandatory to all staff. Please see the HR website for [information about the training](#) and how to access the online module.

Unconscious bias

Unconscious bias is a bias that we are unaware of and which happens outside of our control. It is triggered by our brains making quick judgements and assessments of people and situations which are influenced by our background, cultural environment and person experiences. We all have unconscious bias, however it is important that we are aware of them so that we can ensure that decisions we make are fair and are based on evidence. Have a look at the HR website for more [information on unconscious bias](#).