

INTERVIEW PROCESS

Once you have successfully select candidates for interview the first process is to invite them for an interview. We normally recommend you book candidates in 10 min slots.

INTERVIEW QUESTIONS

Introduce yourself to the candidate and remember to shake their hand. Start off with asking them how their journey was today to make them feel comfortable.

Some of the interview questions you can ask are as follows:

1. Could you briefly tell me what experience you have had? View the CV as the candidate would have written down their past work experience. You can then start to link some questions to their experience?
2. Why did you leave your last work place? Or are you still currently working at your previous place work place? If so how much notice do you have to give?
3. Tell me about yourself? You are looking to find out a bit about their background and commitments etc.
4. How would you describe yourself? E.g. hardworking, passionate, I work well under stress etc.
5. How would your previous employers describe you?
6. What motivates you to work place?
7. What are your strengths and weaknesses?
8. What are your career progression plans? Where do you see yourself in 5 years?
9. Do you work well under pressure?
10. How do you handle stress? Receptionist are dealing with clients every day and sometimes reception can get busy with the phone ringing, clients waiting, therapist wanting to know when their next client is coming in. How would you cope with this? Managers need to be able to work under pressure to achieve targets and make sure the clinic is running smoothly, therapist need to be able to move on to the next client quickly etc.
11. Why do you want to work for Colaz as a receptionist/therapist or manager?
12. Why should I hire you and not someone else?
13. What do you know about Colaz advanced beauty specialist?
14. What treatments do we offer?
15. Do you have any knowledge of how the treatments are carried out?
16. What pay rate are you looking for?
17. Are you flexible to offer cover for sickness and holidays?
18. Do you have any questions for me?

At this stage, you can add a bit about the company if the candidate has not given a good overview. Remember your job is to make the candidate feel comfortable and not scare them off as we want them to accept the job offer

1. Inform candidate of job role e.g. what is expected of them
2. Inform candidate of working hours and days, Double check they are available to work the days that the role requires
3. Inform them if they are successful the candidate will be required to come in for training which is unpaid
4. Give the candidate an idea of how many days training they will require. Remember no one likes to come in for free. Please view my training schedule below
5. Inform them of their possible start date

End the interview on a positive note and inform the candidate when they will hear back from you. Please always double check the candidate's details e.g. phone number and email address