



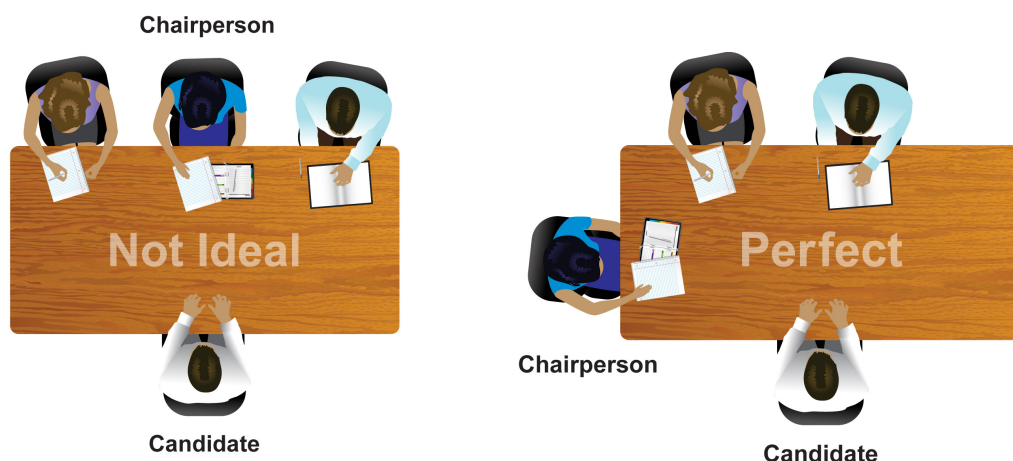
# Interview techniques

## Appropriate seating arrangements to get the best form of communication and interaction with your candidate

### Rectangle

A rectangle arrangement will generally be used when an interview panel is required. In the below example it is important to avoid all panel members sitting on one side of the table and the candidate sitting alone. This can be very overwhelming for the candidate as they can feel isolated with a sense of judgment from the panel even before the interview starts. From this the candidate may not communicate effectively or be able to answer questions confidently. If this seating scenario is used the interview can become very 'question and answer' based and not leaving room for free flowing conversation.

A better way is to set the panel up in more of a relaxed and comfortable setting. This will allow for a connection between the panel and the candidate with the chairperson in the middle. It also opens the room for free flowing conversation as opposed to just questions being asked and answered. The candidate may also feel better as there is a person sitting closer to them which in turn provides them a sense of comfort.





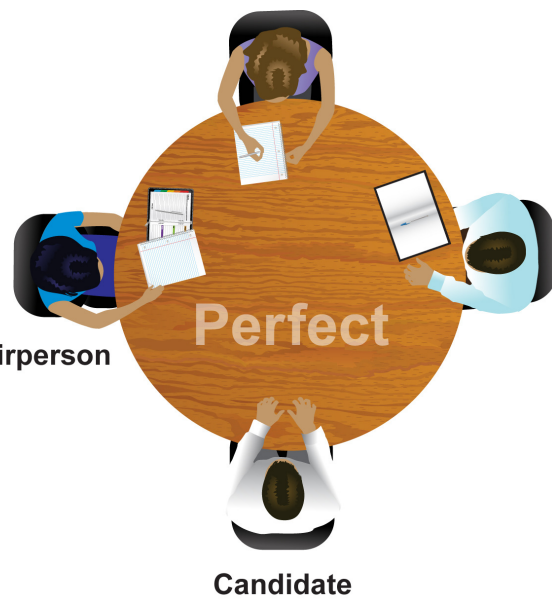
## Round

If a round table is used during interviews you would generally want the same principle to apply as when using the rectangle scenario. Round tables can be used for either a panel or for one on one interview.

Chairperson



Chairperson

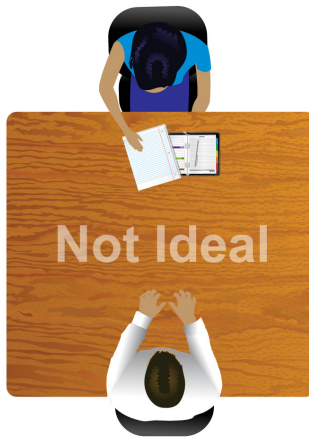




## Square

Square tables are a perfect scenario for a panel interview however you can forget your setting if it is a one on one interview. Once again you need to make the candidate feel comfortable, not isolated and distant.

Chairperson



Not Ideal

Candidate



Perfect

Chairperson

Candidate



Perfect

Chairperson

Candidate

