

Enhance your hiring effectiveness with greater structure in the interview process

Across organisations, interviews are one of the most relied-upon tools in the hiring process. They are used for gauging a potential candidate's suitability for a given role. However, this routine process can be made more impactful for the candidate and at the same time, more predictive and insightful for the organisation. This 5-step process lays out the actions to be taken by hiring managers before, during and after the interview.

5-step process of P.R.I.C.E for effective interviewing



PREPARE



RAPPORT



INQUIRE



CLOSE



EVALUATE

**Pre-
Interview**



Prepare before the interview

- Be clear about the entire selection process for the candidate.
- Prepare interview questions as per the role requirements.
- Study the candidate's CV to identify specific points of clarification.
- Arrange necessary infrastructure for better candidate experience.



Establish Rapport

- Welcome the candidate and begin the interview with introductions.
- State the purpose for the interview.
- Clarify the structure of the discussion.

**During
Interview**



Inquire through incisive questions

- Ask open-ended questions to elicit descriptive responses.
- Probe further, for more context on stated actions.
- Ensure neutrality in own speech and body language.
- Avoid close-ended, hypothetical or leading questions.



Close the interview

- Pause to address any questions that the candidate may want to ask.
- Clarify any next steps that the candidate should be aware of.
- End the interview by thanking the candidate for their time.

**Post-
Interview**



Evaluate the strengths of the findings

- Review your notes about the behaviours observed during the interview.
- Group the behaviours under the set of identified competencies.
- Use standardised scoring scales to rate observed behaviours.
- Document the evaluation, with qualitative comments, to justify ratings.