

## *Your objectives at the interview:*

Make sure a bad candidate doesn't get in = Discover all problems  
Remain impartial

Make sure a good candidate isn't rejected = Discover all good  
points  
Remain impartial

Make sure a good candidate isn't put off = Treat with respect  
Sell the company

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## **Cost of getting it wrong:**

Wrong person in job:

- wasted joining costs
- cost of their poor performance in the job
- disruption of others
- possible large errors that they might make
- possible removal cost
- period until new person is found, trained, and effective
- cost of repeating the recruitment process