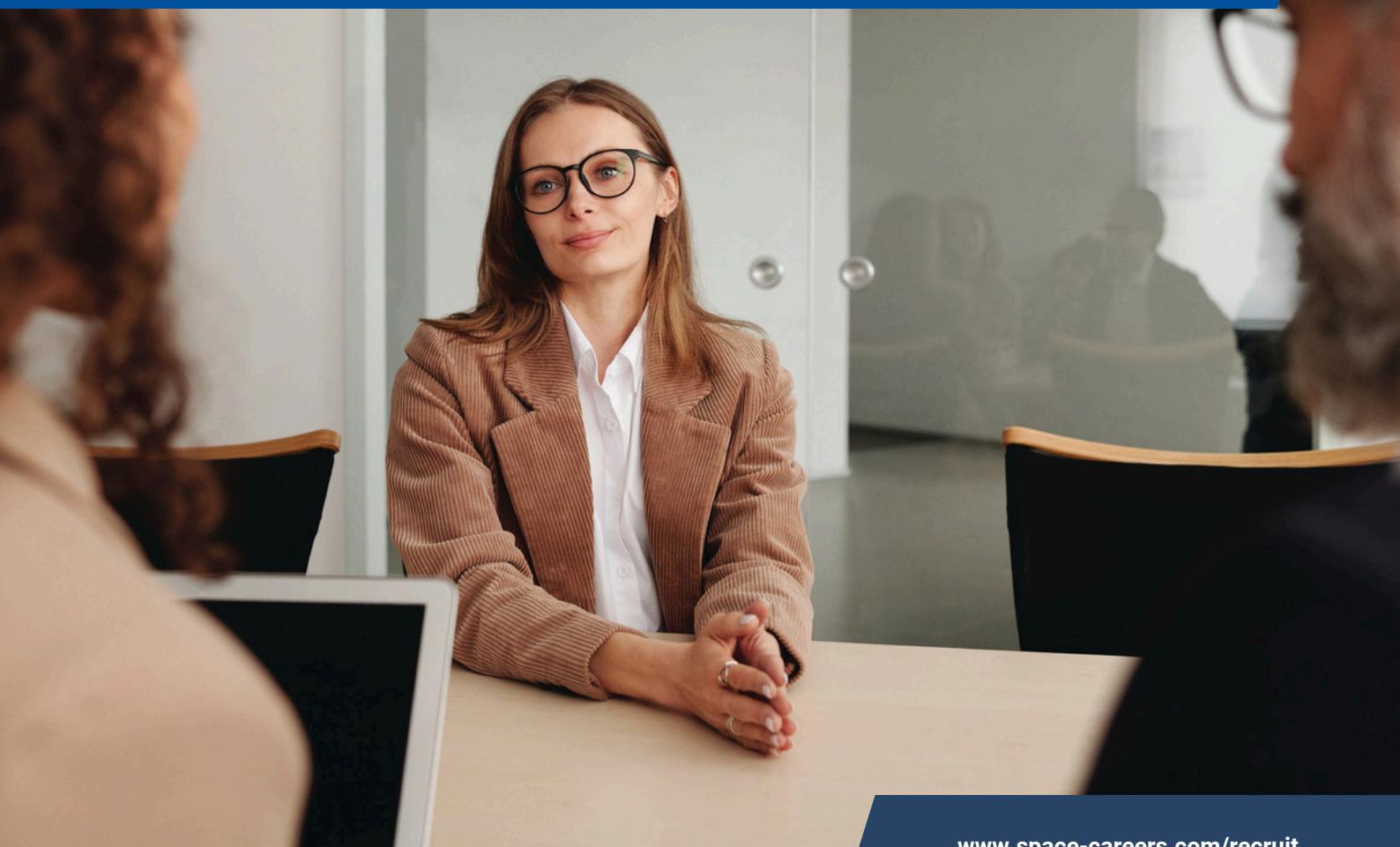


SELECTING THE RIGHT CANDIDATE



www.space-careers.com/recruit

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SHORT-LISTING AND INTERVIEWING

Drawing up a shortlist means cutting through the pile of applicants until you have a selection of candidates that you would like to request for interview. Unfortunately people often apply for jobs that they are obviously under-qualified for.

When you contact prospective interviewees, provide clear instructions covering:

- Date and time of the interview
- Where you are located and how to get there
- Who they should ask for
- How long the interview is likely to last
- What they should bring with them
- Whether they will be reimbursed for travel expenses

Normally the interviewer shouldn't be tempted to talk too much to fill any potentially uncomfortable moments of silence. The silence can from the interviewers point of view be a very effective way of encouraging the candidate to offer up more information.

Interviewers must remember that what appears to be a more informal chat than a 'grilling' tends to put a candidate at ease to get a more honest response. This gives valuable insight into the candidate's personality traits, rather than simply an understanding of their skills and experience.

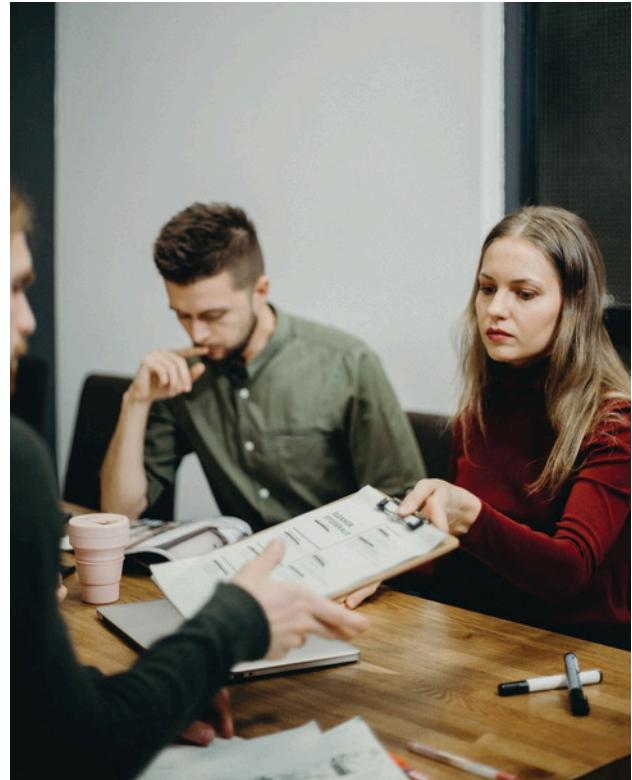
The recruiter should remember to notice the body language of the candidate:

- The initial hand-shake and introduction reveals a lot of a person.
- So does the seating position, body language, gesticulation and of eye contact.

INTERVIEW TECHNIQUE

Interviewers often have a number of set questions which they ask every candidate. These questions are based around the requirement of the job, and by asking the same questions, they can draw a direct comparison between each candidate.

- The interviewer should ask questions, which are open, for example how, when, what, why etc. giving the candidate the opportunity to answer fully, rather than responding with a simple 'yes' or 'no'.
- Avoid interrupting the answers or leading them in any direction.
- Summarise the responses back to the candidate, before making notes, to ensure that you have fully understood.



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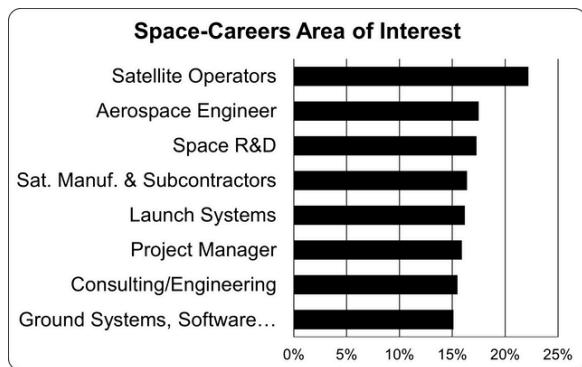
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What our Clients Say



"We are extremely satisfied with our experience using Space-Careers. The platform operates seamlessly, and we especially appreciate the team's quick responsiveness. Whenever we needed support, the staff was readily available. Our job postings were always published promptly and efficiently. **We highly recommend the platform to any company in the space industry!"**

- Ana Glavas, HR - Talent Acquisition, Peak Technology



The website is actually very user friendly. We got enough responses, which were mainly from qualified engineers. Thanks for your fruitful cooperation! **We got qualified assistance and were contacted by competent and friendly personnel."**

- Key Account Manager, Nievelt Ingenieur GmbH



"I'm very satisfied with the outcome of our "Spacecraft Controller" posting so far. We had a lot of applicants through Space-Careers, so the data mirrors our own impression,"

- Christian Maruszyk, HR Business Partner - Recruitment, Telespazio Germany



"Thanks for the fast service. We are very pleased with the results of the ad... We can choose between a lot of candidates for this position!"

- Ine Debo, Recruitment Officer, Deloitte