Refugee Talent Hub

Job interviews with newcomers: how do I prepare?

Checklist: preparing for an interview

1

Make it clear what the candidate can expect

Tell the candidate in advance who will be at the interview, how long it will take and which topics or questions you will cover. Share information about your organisation, the team and the work. Offer the candidate a brief introductory phone call or the opportunity to ask questions by email beforehand.

Take a critical look at the job requirements

Think about which knowledge and skills someone really needs from their first day, and which they can learn on the job. Not every requirement has to be ticked off straight away. See whether tasks could be divided differently. Prepare questions that match the most important requirements, and leave room for the candidate's potential to grow.

2

3

Look into the candidate's experience

Take the time to read the CV. You may not recognise certain qualifications, employers or job titles. Look into them and prepare questions that let the candidate explain their knowledge and experience.

Plan extra time for the conversation

An interview in another language can take extra effort. Set aside enough time so you can have a relaxed conversation.

4

5

Prepare yourself and your team

Talk to your colleagues beforehand about how you want to run the interview, who will ask which questions and what you will assess the candidate on. Reflect together on possible unconscious assumptions. That way, you go into the interview with an open mind and the candidate's talent takes centre stage.

Tip: Print this checklist

You can find more information about hiring newcomers in our knowledge base.