

Top Ten Tips for Giving Feedback as Part of the Recruitment Process

1. **Set the scene before giving feedback.** Explaining that your comments are meant to help the candidate's future performance and take notes of your conversation in case you need to refer to them at a later date.
2. **Ask them how they felt the interview went.** On reflection would they have done anything differently?
3. **Start with the positive and own the feedback.** Make sure they are clear that these are your observations.
4. **Use specific examples.** Refer to the answers given and relate this to the recruitment profile or person specification.
5. **Give alternatives.** Explain what you were looking for and what you would have liked them to include in their answer.
6. **Refer to our values and behaviours.** Explain how they met / didn't meet our behaviours and what you would have liked to have seen included in their application form / interview.
7. **Avoid personal opinions or judgements.** Be descriptive rather than evaluative.
8. **Use language which is open and objective.** Make sure that your feedback could not be described as discriminatory or with a hidden agenda.
9. **Suggest areas for development.** You may be able to identify some experience or knowledge that it would be useful for them to acquire and if possible offer some support with this.
10. **Leave the candidate feeling positive.** To ensure that they would want to apply to work for us in the future and / or be positive about NHSBT to their friends and family.