

FIRST INTERVIEW

Description:

20-30 minute in-person or video conference interview, collectively focused on a specific result area, skillset or character attribute.

Objective:

Primarily, you are looking to see if they will fit well with your team and culture, while at the same time further assessing their skills, capabilities to deliver the results of that position, and their conduciveness to behavior methods of operation the environment demands.

Tip:

Ask the question and SHUT UP !

As your candidate answers, gently probe further with responses like
I'm curious...

WHAT: What do you mean? What is an example of that? What happened? What did you do? Please, tell me more about that ?

HOW: How so? How did you deal with that? How did that feel?

TELL ME MORE.

Introduction:

"It's so great to meet you! Now the purpose of this interview and our brief time together is to talk about _____ (Result, Skill, Attribute). Pretty simple and straightforward. Ready?"

Questions:

1) What is the number one reason you want this position on our team?

2) How do you feel that you can make a difference at our company?

3) Please explain the issues that have caused to you leave prior employers.

4) What makes for a satisfying work experience for you?

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5) Where do you see your career three to five years from now?

6) How do you balance work and family?

7) What do you like to do when you are not at work?

8) Tell about your favorite reading material

9) How much time do you invest in your personal development? How?

10) Do you have written goals? What are your top three?

1.

2.

3.

11) Who would you consider your mentor/role model and why?

Name of Interviewer: _____ Date: _____

Rate quality of person interviewed on a scope of 1 to 10 with 10 being the BEST: _____