

FOUNDATIONS OF GREAT INTERVIEWS

Set the proper context and prepare for a successful interview.

- Three things to ensure you have the right person: Chemistry, Philosophical Alignment, and Directions/Goals
- During an interview, your primary role is to set the tone and create an inviting and engaging space
- Ensure you know your differentiator and sell the candidate on your company (your company elevator pitch)
- Be aware of unconscious bias such as similarity bias and halo or horn bias

THE POWER OF QUESTIONS

Use questions to focus on chemistry, philosophical alignment, and directions/goals.

- Interview questions should include both a focus on hard and soft skills
- 3 Majors: Culture Fit, Skill Fit, and Character Fit
- 3 Minors: Mindset, Motivation, and Mystery Box (aka. Misc)
- Check with HR regarding questions and topics to avoid

PREPARING FOR INTERVIEWEE QUESTIONS

If candidates have questions, be prepared with quick and concise answers.

- Remember, candidates are interviewing you as much as you are interviewing them
- Be prepared to answer some of the common questions from candidates (and make sure all interviewers have the same response)

HOST ENGAGING INTERVIEWS

Whether your interviews are virtual or in-person, focus on making an excellent first impression.

- Look and sound your best, and make eye contact
- Show a united front by connecting with your colleagues
- Bring your company culture to the interview

CLOSING STRONG & PROVIDING NEXT STEPS

Close on a positive note without giving away too much information.

- Thank candidates for their time and offer sincere appreciation
- Give them an idea of when the hiring decision will be made or share next steps