

Quick Tips and Best Practices for Interviewing

Recap from 6/2/19

Ask situational/behavioral based questions

- Typically begin with “Tell me about a time when...”
- Past performance is best indicator of future performance.

Examples:

- Management style – What time of management style is best for you?
- Coaching – How do you like to be coached?
- Coachability – Tell me about a time when you disagreed with feedback you were given.

Other insightful questions:

- Tell me what you like to do in your free time.
- If someone were to introduce you to a group, what would they say about you?

Goal is to gauge the “3 C’s”

Chemistry, competence, character

Set the environment for a conversational and relaxed interview

- Be mindful of overly personal or inappropriate questions
- Think about candidate experience – even if the candidate is someone you are not interested in for the position
- Determine the interview “panel” – who all will interview the candidate
- Consider job shadowing and lunch meetings with the candidate and current staff members

Do your homework prior to the interview

- Closely review resume to see which areas you may want to explore further.
- Prepare questions and be consistent with each interview.
- Reflect on previous employees who were successful/not successful. Were there any lessons learned?

Other important takeaways:

- Know what skills or areas are “nice to have” vs. required.
 - Think about which standards you will not bend on.

To achieve excellence, we must hire for excellence.