

# Interview Tips for Hiring Managers

## DO

### **Give a Formal Introduction**

Let the individual know what you do, who you are, and some company history. A lot of times we suggest that you ask them what they already know so it gives you a chance to find out how much research they did as well as answer any questions or concerns they initially have even before the interview starts. But don't expect them to know every little detail about your company unless it is readily available from a Google search.

### **Screen In**

Always look for the positives of each individual that you interview. If someone talks fast, maybe they get things done quicker than most? If they talk slow, maybe they are thorough? Interviews are difficult on the interviewee's stress level but many times there are "diamonds in the rough"

### **Ask "Off the Wall" Questions**

Ask questions that they would never expect. It shows you how well they can think on their feet and can tell you a lot about a person's personality. Some suggestions: "If you were a cupcake, what flavor would you be?" "What would be your superpower?" If you follow up with, "Why did you pick that answer?" these questions tell you even more details.

### **Ask "Why?"**

As mentioned before, you have brought this person in because you ideally think they can do the job you need them to do. Make sure you ask them: "Why do you want to work at [Company]?" Even if you don't think you'll hire this individual, this question provides insight on your market, brand, competition, etc.

### **Talk About Next Steps**

Leaving an individual in limbo can be agonizing on the interviewee. Have you ever been on a first date expecting a second and then it never comes? Be honest about your intentions when the interview ends and let them know what is to come. If you are not planning on bringing them back for a second interview, let them know that. Too many people are "ghosted" by hiring managers that if you do not discuss next steps with someone, they assume there are none.

## DON'T

### **Ask Personal Questions**

Not only can this be awkward, but it could also get your company in trouble. Be careful with these. Asking "Do you have reliable transportation?" is safe if it is part of the job requirements. Asking "Do you have a vehicle?" is personal and can be offensive.

### **Expect a 100% Match for a Job**

"Nope, I have to have 100% of what I'm looking for!" Wait...is there no training? No development opportunity? Who is interviewing for your jobs? The KEY is to make sure you have a list of "must-haves" that you absolutely cannot go without. Most of the time these cover 50%-60% of the job while the rest is personality and additional "cool stuff" an individual brings to the table.

### **Ask About Pay**

If you are working with recruiters, you should know exactly what the person you are interviewing needs. If you are not working with recruiters – you may need to discuss this before any in-person interview. Pro-tip: Always ask them what they want because if you REALLY like this person you may be able to work something out with the executive team, etc. – or call us and we can help you do a cost/benefit analysis.

### **Treat It As An Old School Interview**

With the demand on talent being so high, your company may not be an individual's number one choice. In old school interviews, individuals interviewed with ONE company and that was it. Treat the interview as a speed date and know that interviewees will have several options. So if you're pretentious and stand-offish about the opportunity, odds are they would not want to come back for a second date.

### **Wait to Make a Decision**

Too long of an interview process makes people lose interest and could force your opportunity to run drastically in 2<sup>nd</sup> place to a competitor's opportunity where they are moving faster in the process. If there are other people who need to be included in a hiring decision, then schedule an interview where everyone can attend. Or, schedule multiple interviews in advance and be open about the people they need to meet for a decision to be made.