



Interviewer Preparation: Prior, During & After

Prior to Conducting Interview

- Review a copy of the candidate's resume
- *Google* the candidate's name
- Review your list of interview questions
- Ask the candidate to complete an employment application
- Review the candidate's employment application
- Make sure you will not be interrupted during the interview



During the Interview

- Greet the candidate in a professional and friendly manner
- Treat the candidate with respect - despite any annoyances
- Be focused
- Ask for professional references
- Advise the candidate of his or her next step in the interview process
- Ask the candidate if he or she has any more questions
- Thank the candidate for his or her time



Continued on Page 2.

September Coffee & Learn

Think Track's next 60-minute complimentary "Coffee & Learn" is on September 12th from 8:45am- 9:45am. Executive and Leadership Coach Bennett Taylor will present a 20-minute briefing on effective interviewing followed by 40 minutes of questions and answers. The coffee and learn will be held at our office located directly across the Central Expressway from SMU at 6060 N. Central Expressway, Suite 500. Text Think Track at **214.367.6432** or call **214.693.1716** to confirm your attendance.

Helping You Turn Goals Into Reality

Think Track works with business leaders and small to mid-sized businesses on improving hiring and interview training, performance management and outplacement.

The Value of a Different Perspective

Are you faced with multiple options for your future and aren't sure which direction to take? It may be time to reach out to an experienced and skilled executive coach whose only agenda is to help you make the right decisions.

The following quote demonstrates the power of looking at things from a fresh perspective. Doing so might not be easy, but you will surely create a much better future for yourself if you do.

"To be a true success we must possess masterful people skills. The key to successful relationships lies solely in our ability to take the perspective of another. Perspective taking is that all important skill of being able to look at things from a point of view other than our own. Perspective taking brings in the mindfulness of compassion and empathy to our relationships. When these two qualities are present in our interactions mutual respect, success and movement forward is guaranteed."

- Extract from an article in the May 12, 2016 issues of Entrepreneur magazine written by Psychologist Sherrie Campbell



"To change ourselves effectively, we first had to change our perceptions."

Stephen R. Covey, *The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change*

Interviewer Preparation - Prior, During & After (Continued from Page 1)

After the Interview

- Once you've taken some time to relax, mentally reflect on the interview:
 - How you presented yourself
 - Your impression of the candidate
 - What could you have done better
- Review your evaluation checklist and notes taken during the interview
- Determine your next step:
 - Ask candidate to complete the *16pf Competency Assessment*
 - With authorization, check candidate's references and credit
 - Schedule a 2nd interview
 - Who else on your team should interact with the candidate?

or:

- Reject and advise the candidate

