

5 MUST ASK INTERVIEW QUESTIONS TO HIRE THE RIGHT CANDIDATE



WALK ME THROUGH HOW YOU PREPARED FOR THIS INTERVIEW.

Why to ask

It allows you to understand the candidate's level of preparation and dedication to the job. Preparing for an interview shows the candidate's interest level and how they approach tasks and/or projects.

What to listen for

Did they look at multiple sources for information (website, LinkedIn, Press documents, etc.)? Did they research the company's products or services, team members, or culture? Did they practice common interview questions? Did they prepare some work examples to share with you? Did they make a list of thoughtful questions to ask?

Why to ask

It allows you to understand the candidate's motivations and priorities in their job search. You can gauge their level of interest as well as their potential fit within the organization.

What to listen for

Is their answer about leaving their current role or company instead of what's appealing about your opportunity? That's a red flag. But, a candidate motivated by the value they can add and your company's mission will likely stick around and be part of the solution.



WHY DO YOU WANT TO WORK HERE?



WHEN WAS THE LAST TIME YOU EXPERIENCED BURNOUT? WHAT LED TO IT AND HOW DID YOU HANDLE IT?

Why to ask

Burnout is becoming a more common occurrence in today's workforce. The answer to this question provides insight into what might be "too much" for the candidate. You can then compare against the work environment and performance expectations. Are they resilient? Do they have good coping skills? Is their work capacity where you need it to be to ensure success?

What to listen for

The candidates' answer should tell you whether they have good coping skills. Do they have a method for avoiding burnout? Do they ask for help? When they feel themselves approaching burnout, do they handle it in healthy, productive ways?

Why to ask

It's important to know that your next hire is clear on priorities and how to tackle them. Ideal candidates will know how to divide their resources and time to achieve their goals.

What to listen for

Decide ahead of time what's most important (deadlines, finances, seasonality, inventory, etc.). Then listen for what drives the candidates' thought process around prioritization. Are they agile? Organized? Autonomous?



HOW DO YOU APPROACH MANAGING MULTIPLE AND COMPETING PRIORITIES?



TELL US ABOUT A TIME YOU DIDN'T MEET PERFORMANCE EXPECTATIONS. HOW DID YOU HANDLE IT? ANYTHING YOU WOULD CHANGE IN HINDSIGHT?

Why to ask

This question tells you about the candidates' self-awareness and ability to take ownership. Falling short of the expectation isn't a deal breaker. Their ability to be accountable, not deflect blame and problem-solve is more important.

What to listen for

Specifics around the original expectation. Then, responsibility for their part in not meeting it and solid examples of what they changed.

*If a candidate says they've never missed a performance expectation, some good follow ups are:

1. How challenged have you been in previous roles?
2. Are you a fan of stretch goals or targets you know you can hit?

HOW TO CREATE A SUCCESSFUL INTERVIEW PROCESS

1.

IDENTIFY THE KEY SKILLS AND QUALIFICATIONS NEEDED FOR THE POSITION

This will help determine the questions that will be asked during the interview.

2.

DEVELOP A LIST OF STANDARDIZED QUESTIONS THAT WILL BE ASKED OF ALL CANDIDATES.

These should be open-ended and focused on the skills and qualifications identified in step 1.

3.

DETERMINE THE ORDER IN WHICH THE QUESTIONS WILL BE ASKED AND THE TIME ALLOCATED FOR EACH QUESTION

This will help ensure a consistent and efficient interview process.

4.

CREATE A SCORING SYSTEM TO EVALUATE EACH CANDIDATE'S ANSWERS

This will help objectively compare and assess the candidates' responses.

5.

ASSIGN TRAINED INTERVIEWERS TO CONDUCT THE INTERVIEWS

These individuals should be familiar with the skills and qualifications needed for the position, as well as the standardized questions and scoring system.

6.

CONDUCT THE INTERVIEWS, FOLLOWING THE STRUCTURED PROCESS AND USING THE STANDARDIZED QUESTIONS AND SCORING SYSTEM.

7.

REVIEW AND COMPARE THE CANDIDATES' ANSWERS AND SCORES TO DETERMINE THE MOST QUALIFIED CANDIDATE.

8.

FOLLOW UP WITH THE SELECTED CANDIDATE TO DISCUSS THE JOB OFFER AND ANY ADDITIONAL INFORMATION OR CLARIFICATION NEEDED.