

## Interview Tips

You got a few great resumes. You've got some great candidates that check all your boxes on paper. Now you need to figure out who is the best person for your company. It is time for the interview!

### Pre-screen

Before you meet anyone face to face, consider giving them a phone call to confirm that they're right for the role. You don't want to set up an in-person interview and have your time (and potentially a team member's) wasted on someone who presented well on paper but just isn't right, for whatever reason.

While on the call, confirm basic information, for example that they're comfortable with the location of the work, the hours, physical requirements, and what their role will be. Be sure to ask any questions you might have about their resume that might be a deal breaker like glaring time gaps or clarify their experience by asking about past roles. Finally, gauge to see their interest in working for your company, maybe they sent in a resume but are now having second thoughts. Save the tough questions for the in-person interview.

During this call, it's a great time to talk more about the role and the salary range being offered so any candidates can choose this time to bail on the in-person interview. Maybe it's not the job they thought it was, maybe it's not the location they were expecting, or maybe the salary isn't in the range they deserve? That's fine. It's better to find out now and redirect to potential hires who would be a better fit.

### Before the Interview

Preparation is key and interviews are no exception. Make sure you do your homework on each candidate before they walk in the door. Do a Google search on each of the candidates and feel free to check out their public social media profiles to search for warning signs, extremist views or controversial posts.

Take some time to review each resume and make some notes in the margins. Take note of any patterns in their work history that indicate any potential warning signs like working for lots of different companies over a short period of time or a lack of direction in their career. They could have very good reasons for this which you'll want to know about during the interview.

Prepare a list of questions that you plan on asking each candidate. There are a lot of great ones that you can get off the internet. Make sure that you ask all the candidates the same questions to give you the fairest idea about who stands out.

Also, be organized by creating a list of things that you want to make sure you mention to each candidate. Make sure that you cover everything you wanted to.

### The Interview

Once the candidates are in front of you, remember to be warm and welcoming. You might think you have all the power in this process but interviewee's still need to be convinced that they want to come work for you. Take some time to talk about the company, its goals, how you see them in the role and

what they will accomplish. It might be worthwhile to talk about some of the reasons why this is a great place to work.

If someone is being interviewed, that means their resume was good enough to get them there. The in-person interview is all about their soft skills. Do they have the right fit and personality to work for you? Are they going to be a fit for your company's culture? Ask your questions then sit back and let them talk.