

Do Your Homework Before the Interview

Question:

How do I make sure the interview process delivers the best employee?

Answer:

The smart way to consistently hire and retain the best employees is to develop a clear selection process and efficient hiring team. By hardwiring a selection process, you'll save the time and money it takes to fix hiring mistakes.

Evaluate your communication flow. The HR and the Hiring Manager should discuss the job description before releasing details to potential candidates. As resumes come in, have a selection team evaluate them and pass along qualified candidates.

Choose the right hiring team. Pick qualified team members capable of making a good impression on top caliber talent during interviews.



Prepare the team by aligning expectations. Share an 'Aligning Expectations' document and hold an Expectations Meeting so the team can discuss and agree upon the selection process.

Gather pertinent information. Include any influencer that is going to participate in the interviews and selection process to create a thorough evaluation of the position description, desired qualities, and interview tactics.

Question:

What can the interview process teach me about a potential employer?

Answer:

An interview is your chance to evaluate the people and process of a company you are interested in working for. The Internet is packed full of interviewing training tips and answers to typical questions. Go beyond the basics and ask yourself these questions:

Are the people you meet with prepared? Notice if they took the time to review your resume and showed up on time for the interview.

Are they willing to answer questions? A potential employer should give you the chance to ask questions and be willing to share information on the organization, its culture, management style, community and opportunities.

Are they clear in their messaging? You should hear unified messages about the company from everyone you meet with.

How do they make you feel? As you meet more people through the interview process, pay attention to how you feel about the overall group. Meet your needs for work, family and community.



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