

# What to do Before, During, After an Interview

## Question:

How do I recruit a successful, well-educated, highly desirable individual who is satisfied in their current job?

## Answer:

Build a strong relationship with prospective candidates from the beginning. It is easier to recruit, interview, negotiate and close an offer when a strong relationship exists between you, your company and the candidate.

**Before the interview:** Send introductory information, including a welcome letter, position description, annual report and corporate brochures to the candidate.

**During:** "Sell" the company to the candidate.

**After:** Continue courting the candidate. Invite the spouse to the community, offer tickets to an



**After:** Solidify your relationship by accepting post-interview offers to dinner or a community event where you can casually discuss next steps.

event or take the candidate and spouse out to dinner.

## Question:

How do I put my best foot forward when interviewing with a new company?

## Answer:

Make a good impression throughout the interview process.

**Before the interview:** Thoroughly research the company by reviewing its organizational charts, annual report and corporate brochures. Have directions to the interview site.

**During:** Take time to ask questions about the company, the position, the corporate culture and other areas of importance to demonstrate your interest.



**Patrick B. Ropella**  
*Chairman & CEO, Ropella*  
Tel: (850) 983-4777  
Web: [www.Ropella.com](http://www.Ropella.com)

Patrick Ropella is Chairman & CEO of the Ropella Group an international Executive Search, Leadership Transformation, and Corporate Consulting firm. He authored the book and web-based training program, *The Right Hire – Mastering the Art of SMART Talent Management*, and has seen his content featured in many trade magazines, business publications, and industry journals. Patrick regularly speaks at webinars, career fairs, and conferences.