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| **INTERVIEW PROCESS AND TECHNIQUES** |
| **STRATEGIST (75%)** | **TECHNICIAN (5%)** |
| * Do not approach aggressively
* Early reference check
* Schedule interview after due diligence – allowing mystery to grow
* Test on quality of “name-dropping”
* First interview is casual with supervisor
* Evaluate research the candidate has done for the first and second interview
* Include public presentation in second or third interview
* Deliver talent test after second interview
* Challenge the candidate on contacts
* Imply homework in the first interview and evaluate how much the candidate understood from the implication during the second interview
* Take the candidate to a meal with a group to evaluate preparation, social skills, professionalism, manners, etc.
* Bring a technical person to a social setting with the candidate without announcement and judge the candidate’s ability to spark discussion
* Leave the ending of every interview open for the candidate to close for the next action item and possibly more
* Judge the level of neediness vs. confidence
* Judge the depth of questions
* Judge the candidate on their awareness of the time allotted for each meeting
* Is the follow-up well-thought out?
* Fonzie test (Fonzie is good)
 | * Approach directly but not aggressively
* Early technical qualification check
* Schedule interview as soon as possible and judge the candidate’s response time
* Provide a general technical test after first interview
* First interview with supervisor and a technical person (product manager, engineer, sales engineer)
* Include public presentation in second interview – moderate skills
* Deliver talent test after final interview
* If applicable, include the sales professional that would work on same team in the interview process
* Push technical skills to discomfort and evaluate how the candidate handles it
* Take candidate to lunch with a group to judge social skills and manners
* Don’t provide instructions for first interview other than time and place – allow the candidate to “figure it out”
* During later interviews, provide a real world challenge and ask the candidate to solve the problem – appropriate level of detail required by company
* If appropriate, ask for an example of a proposal that they’ve developed
* Judge the candidate on their awareness of the time allotted for each meeting
* Have them ride in the field for a day as a final interview, and ask pointed questions upon their return
* Sheldon test (Sheldon is bad)
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| **ROCK TURNER (15%)** | **BUDDY (5%)** |
| * Approach directly
* Test the candidate’s persistence
* Give the candidate the opportunity to be creative in their persistence
* Judge immediately and document first impression
* Don’t give next step in the interview – give them opportunity to follow-up for the next step
* Is the candidate’s follow-up within a day and requesting or confirming a call for next step?
* Deliver talent test after final interview
* Does the candidate close on minor movements?
* Let the candidate know your preferred hours and judge the timeliness of their follow-up
* Challenge the candidate about the next step and judge the reaction
* Check for preparation, but too much might be a negative indicator
* Bring a technical employee and a receptionist to lunch for their impression and level of “annoyance” (a little is ok)
* When meeting in a public place like a hotel or restaurant, arrive early and watch the candidate interact with people when they arrive
 | * Approach socially and casually
* Visit socially for the first interview in the candidate’s neighborhood and have them coordinate the arrangements
* In first interview, mention something personal and note whether they follow-up about it in second interview
* Enable candidate to speak poorly about their employer or past employer and judge their reaction
* Ask the candidate for a personal favor (reference to a plumber, email the title of a book, etc.) and judge their response
* Deliver talent test after final interview
* Send the agenda of the second interview to the candidate ahead of time and judge their level of preparation and organization
* Press hard on recall of discussion from previous interview
* Start the second interview with a group social setting like a lunch
* After the series of meeting in second interview, meet with the candidate and judge how well they recall names
* Challenge on scheduling follow-up to get a glance at their organization skills
* Make them part of the team after the second interview to judge how everyone feels about the match
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**Specific Plan**

*In general, describe the process that you will follow in interviewing your candidates in this section.*

Specific to each step of the process, what will be the techniques and questions?

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| **Step 1:** | Step 1 is … |
| Processes and Techniques: |
| Questions: |
| Thoughts to Consider: |

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| **Step 2:** | Step 2 is … |
| Processes and Techniques: |
| Questions: |
| Thoughts to Consider: |

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| **Step 3:** | Step 3 is … |
| Processes and Techniques: |
| Questions: |
| Thoughts to Consider: |

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| **Step 4:** | Step 4 is … |
| Processes and Techniques: |
| Questions: |
| Thoughts to Consider: |

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| **Step 5:** | Step 5 is … |
| Processes and Techniques: |
| Questions: |
| Thoughts to Consider: |