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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) |
| **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 |

**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: | |