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Interviewing Techniques

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Agenda

- Methods of attracting top candidates
- Job analysis & screener questions
- Interview style
- Sample questions
- Rules of thumb
- Mistakes to avoid
- Retention

“Candidates you can bank on.”



Process for Attracting Top Talent

- Provide a detailed job description
- Utilize employee networks, implement an employee referral program
- Tap into your industry contacts
- Use your company website to advertise positions
- Keep in touch with interested candidates
- Develop a strong Employment Brand so that you are the employer of choice for recruiting candidates

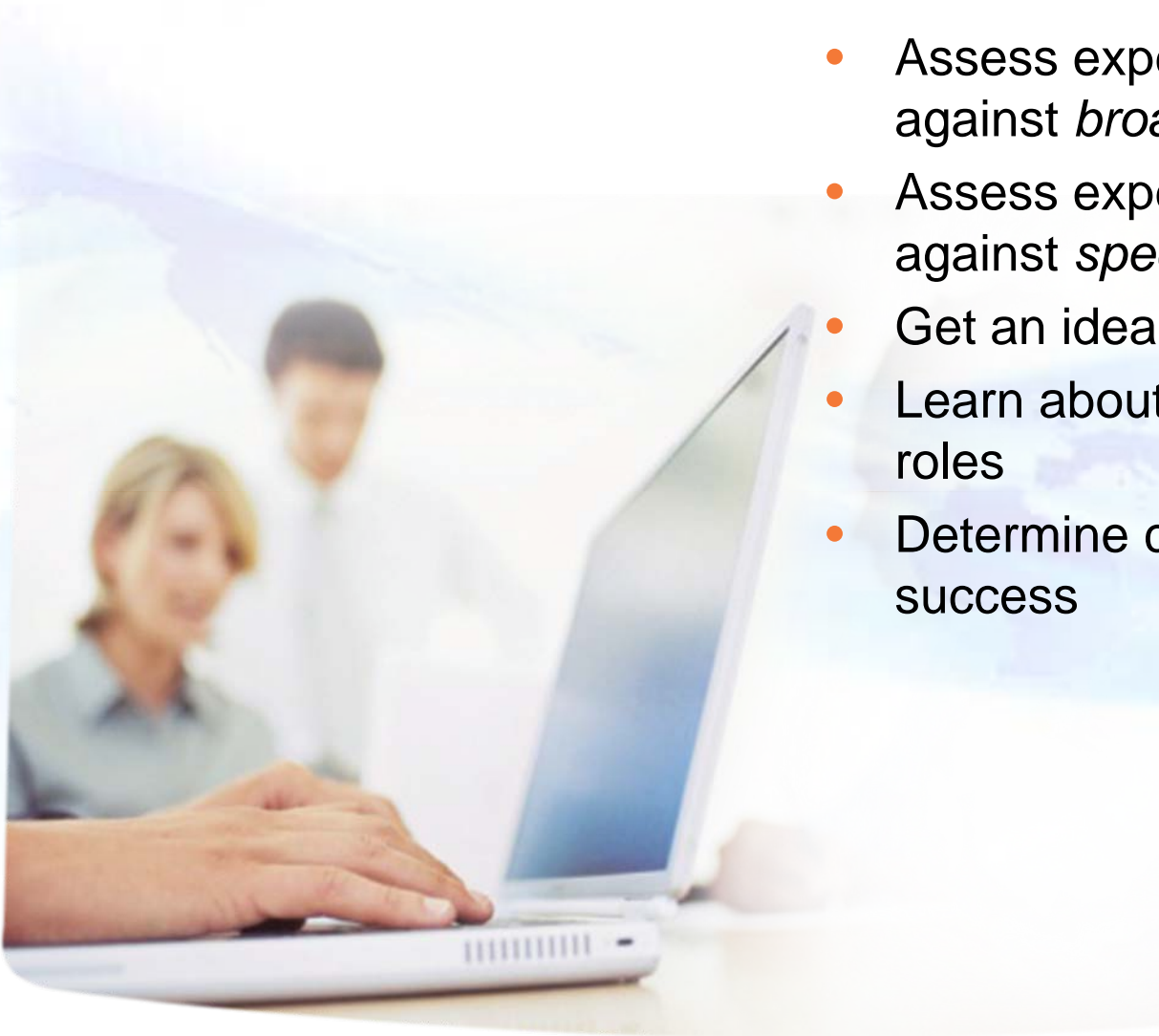


Job Analysis

- Break down job into logical parts
- Analyze job tasks according to knowledge, skills, abilities, and attitudes required to perform
- Assign topic areas for interviews and interviewers



Pre-Screening



- Assess experience of the candidate against *broad* need of the position
- Assess experience of the candidate against *specific* need of the position
- Get an idea of salary desires
- Learn about previous company and roles
- Determine candidate's degree of success

Interview Style

- Open Questions
- Closed Questions
- Double-Headed Questions
- Leading Questions
- Hypothetical Questions
- Self Assessment Questions

Rules of Thumb



- 12-20 questions
- At least two questions per skill set
- Avoid improper interview questions
- Determine questions by round
- Answer comparison

Common Hiring Mistakes to Avoid

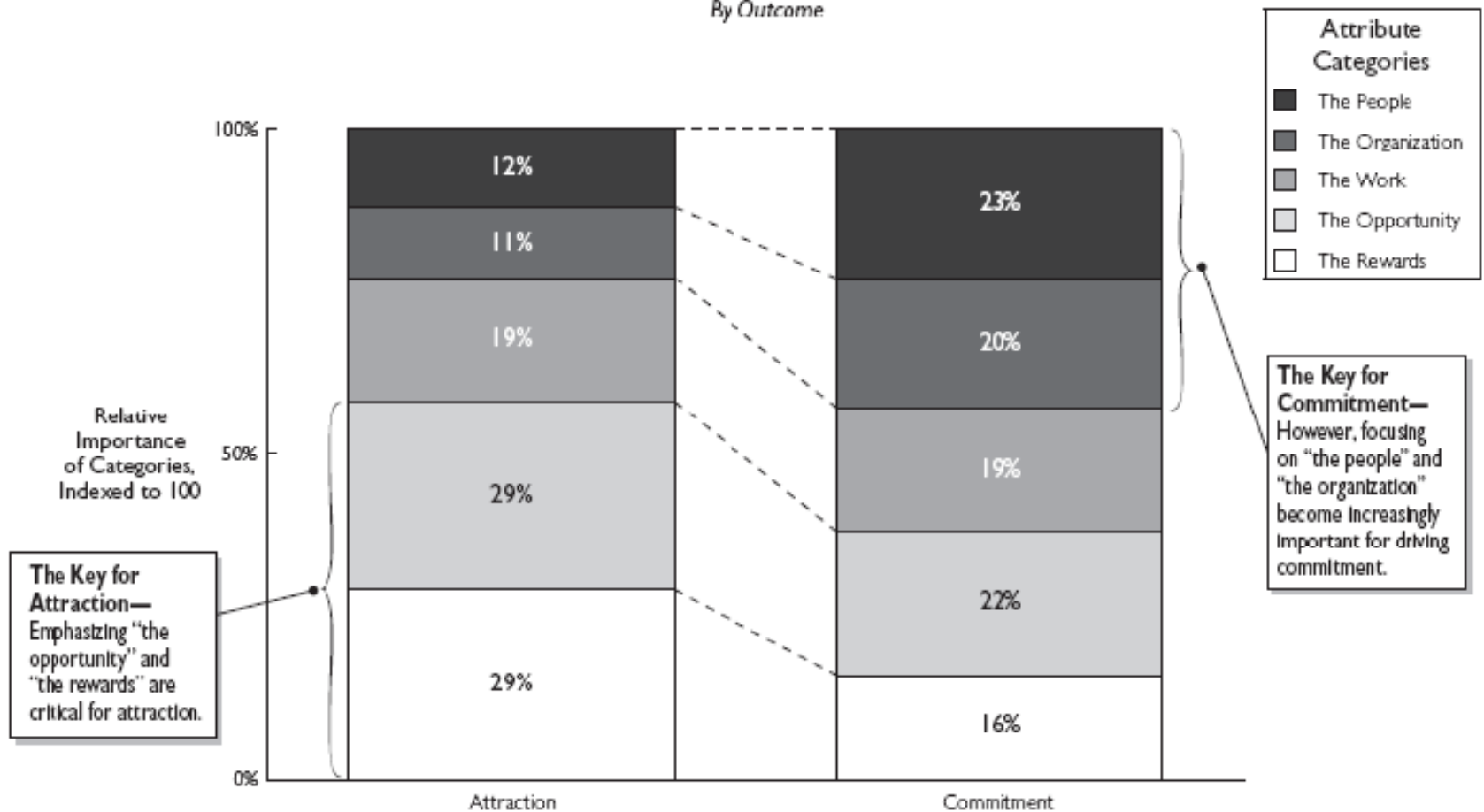
- Skipping pre-screening step
- Failing to prepare candidate
- Failing to prepare interviewers
- Making binding contract statements
- Making excessive statements regarding job security or predictions of the future
- Relying solely on interview to evaluate candidate
- Only evaluating “personality,” not skill level and experience
- Developing small candidate pool

What Drives Retention?

Employees join for “the opportunity” and “the rewards” and stay for “the people” and “the organization”

Importance of Attribute Categories

By Outcome



Source: Corporate Leadership Council Employment Value Proposition Survey

Summary

- Your approach and tools greatly affect your ability to find good hires *and* the candidate experience
- Interviewing should be a process – short cuts rarely produce long term results
- Consider differences between external and internal candidates

Questions?

Please enter your questions in the chat panel. We will answer them as they are received.

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