

8 POINT PREP (For Candidates)

Point 1 – (You want you to start the conversation or as early in the conversation as possible by saying something like this). “I think I have a pretty good idea what the primary duties and responsibilities of this position are from my conversations with Eric, but tell me, from your perspective, where the company is going and how this position fits in where the company is going.”

The reason for asking the question is 3-fold:

1. Helps you avoid the “Tell me about yourself” question and sets the agenda for the interview. You want this to be an interview where you are interviewing them as much as they are interviewing you.
2. Gives you the chance to hear it from the horse’s mouth.
3. Gives you the chance to describe how you fit what they need.

Point 2 – “What is the number one challenge you’re trying to solve with this position?” (Give client hot buttons)

Point 3 – A) “What will be the goals for the person in this position, both short term and long term?”

B) “What obstacles might prevent us from reaching these goals?”

Point 4 – A) “Why do you work here? What keeps you at the company?”

B) “What would you like to see changed?”

Point 5 – Write up to 10 – 15 questions that you must have answered in order to determine if you want the job (No comp or benefit questions!) (Conversational questions rather than “yes/no” questions).

Point 6 – AVOID MONEY! (If asked, you will need a little more time to evaluate the position.) “I’m sure if it’s for you and me then the numbers will take care of themselves.”

Point 7 – Close. Ask: “Are there any areas of my background that you need more information on to assure you that I can handle the position?” (This will give you a chance to dispel any concerns if they can be dispelled).

A) Go over candidate deficiencies. Be prepared to overcome those objections.

B) Close for next step. (I believe this is a good fit for both of us. I’d like to move on to the next step (which Eric said would be...) When can I come visit your facility? My schedule looks like this on ...how about yours?)

Point 8 – Call me immediately after the meeting. I will have an appointment scheduled to give them your feedback, so I need to talk to you ASAP after the interview is done.

