

# Interview Tips for a Hiring Manager



There are dozens of articles on the internet on how to prepare job candidates for an interview. On the other hand, conducting an interview is just as important. Hiring managers should be just as prepared with questions, research, and a positive outlook. Doing so, could help hiring managers achieve a better examination of their candidate.

The following techniques are essential to prepare yourself for conducting an interview:

## Lack of Preparation

Be prepared for your interviews. This includes:

1. Knowledge of the candidate's job history.
2. Customized interview questions that are focused on what you need the candidate to be able to accomplish in the first year to be considered successful.
3. Make sure the interview team is on the same page about the expectations of the successful candidate.

You can't always rely on "what you see is what you'll get.", or just "winging it" to attract the best talent. In-person interviews should be at least 45 minutes but ideally 60 minutes. While this may seem long, you are only viewing your candidate on their best behavior. If you research their job history and historical data before interviewing, you may be able to ask more specific questions to understand the qualities of your candidate.

# Arriving Late

Arriving late is one of the worst things that you can do for a job interview. You are not respecting the candidate's time or effort to apply for the job, not to mention that they are using their earned time off from their current employer to come and meet with you. You may also be cutting into the time for the other members of the interview team.

Remember, the candidate is also deciding if they want to work for your company. If you do not show them respect before they even start the position, then it is unlikely that they will accept your job offer.

Tardiness does not make you seem more important. It makes you seem rude and unorganized.

# Not Asking Relevant Questions

Cater your questions toward the job that you are hiring for and focused on the main duties you need performed. There is no need to dig into areas that will only be 10% of the job when time is limited, and instead focus on the areas that make up the more relevant aspects. You may want to ask them how they would approach a problem they may deal with on the job to learn their thought process.

## **Consider These Question Methods:**

1. Asking a question according to their previous job history or significant achievements.
2. Ask a question that doesn't tell a story but helps you understand their way of thinking.
3. Ask what motivates them in their work.
4. Problem-solving skills or thought process in evaluating a problem or project.
5. How do they prefer to be managed and their expectations for feedback.

Make sure each interview question is catered toward their potential position.

# Acting Cold or Impolite

It is surprisingly common for employers to treat interviews like an interrogation. The employer may think that they become more important when they are intimidating. In reality, acting impolite can prevent your candidate from accepting a position with your company, especially if that candidate is employed and was recruited to consider your opportunity, and if the candidate has other offers, these types of actions can push them to accept the other offer, even if yours is better.

Think of it this way. Do you have friends that are cold and impolite? Probably not. Most of us avoid rude people. If we avoid impolite people in our personal lives then your candidate will most likely also avoid that quality in their professional life.

# Not Selling the Company

Candidates with strong experience are in demand and they are interviewing you to see if you are a company/team they would want to join. Sell your company so candidates accept your job offer.

## **Characteristics to Sell:**

1. Interesting or unique products to work on
2. Milestones the company has accomplished and what's next
3. Opportunities for growth and mentoring
4. Supporting continuing education and training
5. Incentive programs and benefits

# Rushing to Conclusions

First impressions can be lasting. Nevertheless, when a hiring manager is performing a job interview, it is important to keep an open mind. It only takes seven seconds to make a first impression. Most of us probably don't even realize that we made the quick judgement, or that any follow up questions tend to be asked in a manner to support our first impression. You should note your first

impression, but don't draw a conclusion about the candidate until the end of the interview.

The following are characteristics that influence the candidate's impressions of you:

1. Failing to Smile
2. Strength of Handshake
3. Introduction
4. Clarity of Speech
5. Eye Contact
6. Attire

These tips require some prior thought, but if you do it right you will have a more effective and consistent interview process and help you end up with a superior employee.