

Tips for Screening Candidates

1. Make a phone call first; never interview a candidate in person until you've "phone screened" them.
2. Don't keep interviewing a candidate you know is not a fit
3. Tie ALL YOUR questions back to a list of competencies required to do the job.
4. Stop waiting for the "10"; there are no perfect candidates.
5. Be happy with an "8" but not a "6"; don't settle for candidates who you have a negative "gut feeling" about.
6. Get candidate to RELAX by making small talk. The more relaxed they are, the more information they will reveal..
7. Describe exactly what is going to happen in the interview: who they will be talking to, how long they will be there, what the next steps will be. Do this at the beginning of the interview process so they will not be wondering what's up.
8. Ask candidates to describe, do not ask questions that allow a "yes/no" answer.
9. Talk only 20% of the time
10. Voting "no" on a candidate is easy. And 1 "no" overrides 3 yes's. So be cautious in ruling people out – you may end up with an vacancy that isn't filled for months!
11. Create a form with a list of competencies that allows you to compare candidates - and USE IT.
12. ALWAYS have more than one person interview the candidate.
13. Allow 30 minutes before you judge whether they're a fit or have a group "evaluation" meeting.
14. In a group situation when you are discussing candidates, let the youngest (or shortest tenure) employee speak first. The interviewers with more tenure or experience tend to dominate.