

INTERVIEWING JOB APPLICANTS 101

Hiring for an open position can be a difficult process for employers. Finding a candidate who meets your workplace vibe, has the necessary skills, and is at the right place in their career for your open position can be a tricky matter. Fortunately for you, there are ways you can prepare to make the interviewing process as easy as possible.



USE THE APPLICATION

The job application you ask hundreds of applicants to use can be beneficial by asking the right questions. Ask questions that you would normally put forward in an interview. This helps narrow down the selection process early.

PREPARE WISELY



Prepare yourself for the interviewee's strengths and weaknesses. Many applicants fall short of possessing every quality you ask for, but let them elaborate on why they are a great fit for the job.



Take notes and familiarize yourself with the applicant based on their prior work habits.



Conduct interviews in a private location to give your candidate the comfort they need to give you the best answers.



Have questions prepared in advance, be concise, and allow the candidate to answer with open-ended thoughts.

HERE ARE A FEW SUGGESTED QUESTIONS

- What is your ultimate career goal? Where do you eventually want to be within our company?
- Tell us about a time when you dealt with a crisis at work. What was the situation and result?
- What was your most recent long-term project? How did you manage your time and understand expectations?
- What kind of work environment do you find you thrive in? What environments challenge you?
 - How do you handle workplace disputes?
 - How do you think your skills and experience directly apply to this position?
 - Why are you leaving your current position?
 - Why do you believe you're the best candidate for this position?



These types of questions will allow your candidate to either sink or swim. Their ability to answer a variety of questions in a quick format will also show you how prepared they are for your position. It's likely this is not the candidate's first rodeo, and they should have been prepared for the majority of these questions. Preparedness is an important quality any boss would like to have in their newest employee!