

HOW TO CONDUCT THE PERFECT INTERVIEW

WHEN YOU INTERVIEW SOMEONE BE FRIENDLY BUT DON'T CONFUSE THE INTERVIEW WITH A CASUAL CONVERSATION – DECIDE AHEAD OF TIME THE KEY THINGS YOU ARE LOOKING FOR, ASK THE RIGHT QUESTIONS AND LISTEN VERY ACTIVELY.

- MAKE BRIEF SMALL TALK TO SET THE PERSON AT EASE – NEVER USE A STRESS INTERVIEW IN BUSINESS

- KEEP YES/NO QUESTIONS TO A MINIMUM

- LET THE OTHER PERSON DO MOST OF THE TALKING

- DON'T TELL JOKES

- AVOID MAKING UP YOUR MIND IN THE FIRST FIVE MINUTES BECAUSE YOU WILL WANT TO DO SO

- WATCH FOR QUALIFICATIONS:
Q: WHAT DID YOU THINK OF YOUR COWORKERS AT COMPANY X?
A: I GOT ALONG WITH ALMOST EVERYONE.
(WHO DID SHE NOT GET ALONG WITH?)

- MAKE SURE YOUR QUESTION IS ANSWERED:
Q: HOW DID YOU GET ALONG WITH YOUR BOSS AT YOUR LAST JOB?
A: I HAVE ALWAYS BEEN AN INDEPENDENT PERSON.
(THAT IS NOT AN ANSWER TO WHAT YOU ASKED. WAIT A WHILE AND ASK THE QUESTION AGAIN.)

- WATCH HOW THE PERSON SITS, WHETHER HE/SHE USES YOUR NAME, DOES OR DOES NOT FIDGET AND IN GENERAL HOW THE PERSON MAKES YOU FEEL

YOU ARE NOT PLAYING GAMES OR GOING OVERBOARD WITH READING BODY LANGUAGE – RATHER, THE INTERVIEW IS A WORK SAMPLE. THIS PERSON IS DEALING WITH SOMEONE THE COMPANY DEEMED IMPORTANT – YOU. HOW THE PERSON INTERACTS WITH YOU IS A GOOD SAMPLE OF HOW HE WILL DEAL WITH CLIENTS, BOARD MEMBERS ETC. IF YOU FEEL UNCOMFORTABLE CHANCES ARE OTHER PEOPLE WILL AS WELL.

- IN GOING OVER JOB HISTORY THE PERSON SHOULD BE ABLE TO TELL YOU WHY HE LEFT JOB A AND WENT TO JOB B – AND DO NOT ACCEPT THE FOLLOWING ANSWERS:
 1. “IT WAS TIME FOR A CHANGE” (SINCE HE CHANGED, IT WAS OBVIOUSLY TIME TO DO SO BUT THAT’S NOT AN ANSWER)
 2. “THERE WAS NO OPPORTUNITY FOR GROWTH” (DID SHE NOT KNOW THAT WHEN SHE JOINED THE COMPANY?)
 3. “BY MUTUAL AGREEMENT” (THERE IS NO SUCH THING – EITHER HE QUIT OR THEY FIRED HIM)
 4. “I WAS RECRUITED” (DID THE RECRUITER FORCE HER TO TAKE ANOTHER JOB?)
 5. “TO MOVE TO THE NEXT JOB/OPPORTUNITY” (USUALLY LEAVING JOB A AND GOING TO JOB B INVOLVES TWO SEPARATE DECISIONS)

- GET BEHAVIORAL EXAMPLES

“I HAVE ALWAYS BEEN VERY CREATIVE IN MY WORK”
“GOOD. GIVE ME AN EXAMPLE OF SOMETHING CREATIVE YOU DID.”

- ASK ABOUT THE CHARACTERISTICS OF THE MOST/LEAST DESIRABLE COWORKERS – PEOPLE USUALLY DESCRIBE THEMSELVES

- LISTEN TO THE EXTENT TO WHICH PEOPLE GIVE CREDIT TO THEIR TEAM AND COWORKERS.

- ASK FOR SUCCESSES AND FAILURES – AND SEE HOW REAL THEY ARE – AT THE EXECUTIVE LEVEL PEOPLE *HAVE* FAILED: CAN THEY ADMIT IT AND DID THEY LEARN FROM IT?

- MAKE SURE DATES OF EMPLOYMENT ADD UP

- LOOK FOR TRENDS, E.G.,
 - ALWAYS LEAVES AFTER TWO YEARS
 - NEVER GETS ALONG WITH HIS BOSS
 - ALWAYS GETS PROMOTED

ANSWER ANY QUESTIONS THE PERSON HAS (THEY SHOULD HAVE SOME)
LET HER KNOW WHEN YOU WILL GET BACK TO HER AND THANK HER FOR
HER TIME.

IMMEDIATELY WRITE DOWN YOUR IMPRESSIONS IN TERMS OF FACTUAL
INFORMATION E.G. HE HAS EXPERIENCE IN THE FOLLOWING AREAS AS
WELL AS ANY FEELINGS YOU HAD E.G. SHE MADE ME FEEL AT EASE; HE
SEEMED EVASIVE. YOU ARE NOT PLAYING PSYCHOLOGIST YOU ARE
SIMPLY RECORDING HOW YOU AS A PERSON INTERACTED.

LOOK AT YOUR INTERVIEW FINDINGS RELATIVE TO THE KEY JOB
DEMANDS.

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