

TOP 10 INTERVIEW SECRETS TO SELECT THE BEST PERSON FOR THE JOB

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TOP 10 INTERVIEW SECRETS

- 1) Define “**Qualified**”
- 2) Read the **JD** *before* the Interview
- 3) Develop a **Rock Star Grocery List**
- 4) Involve the Team – Get **Input**



TOP 10 INTERVIEW SECRETS

5) Develop **Relevant Questions**

JOB DESCRIPTION TASKS	KNOWLEDGE, SKILLS, ABILITIES (ROCK STAR)	WHAT QUESTION(S) COULD I ASK TO CONFIRM KSAS?



TOP 10 INTERVIEW SECRETS

- 6) Avoid **Kiss of Death** Questions
- 7) **OSRD** (w/ follow up)

While I appreciate your willingness to share, that is not a factor in my decision. Let's focus on your skills, the job duties and my questions.
(Then ask a softball question)



TOP 10 INTERVIEW SECRETS

- 8) Turn **Applicant Questions** Around
- 9) **Notetaking** and Recordkeeping
- 10) **What NOT to Ask**



TOP 10 INTERVIEW SECRETS

BONUS #1: Avoid **Social Media** Trolling

BONUS #2: **Wait** to make an offer

BONUS #3: Make the candidate's success a **TEAM responsibility** once hired.



THANK YOU!

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