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**Template- Hiring Questions- Systems Vault**

### Hiring Considerations:

* What are the key responsibilities for the new hire?
* What's the budget
* Contractor or employee?
* Availability - in general and/or for specific meetings?
* Are there location requirements?
* Where do we see the role growing in a year, 2 years, 5 years...?
* What are some additional requirements and/or considerations?

### Pre-Interview Script:

Thanks for reaching out with your CV and for your interest in joining our team!

I’m gonna start out by telling you a bit about how we work & Sarah Noked, and then I have a bunch of questions to help me get to know you a bit better and explore if you may be a good fit for this position.

So, our team is growing rapidly, and our business is divided into sides.

On one side, we have our online courses, and the lead generation, sales, and delivery of those programs.   
  
We have Team Growth Formula which is a 6 week virtual live program for online entrepreneurs and our fellow online service providers that teaches them to leverage standard operating procedures and smart hiring practices to grow their own virtual team and scale their online business.

We also have the OBM Certification, which is a 3 month program live virtual certification program and certifies online service providers to do what we do: manage online businesses.   
  
Our founder, Sarah Noked, manages this side of our business.

The other side of the business, and side of the business we may be hiring for around the end of 2018 is the agency-side of our business, which is lead by me.

We currently have three online business managers on our team who manage 5-6 client accounts on a monthly basis.

The majority of our clients are creative entrepreneurs. Many of them are coaches, but we also provide services to entrepreneurs with brick & mortar businesses who want to boost their online presence, like doctors & real estate agents.   
  
So the OBMs on our team work with these clients on a monthly retainer basis to set strategy, implement digital marketing projects, and depending on the size of the business, we’re often in the position of virtual COO >> so we manage their virtual teams to maintain smooth daily operations in business.   
  
And example of a classic client we work with is a Swiss client of mine. She’s an online business coach, so she coaches other female entrepreneurs in a variety of ways. So in order for her to focus on serving her clients, I manage her team to ensure all daily operations of the biz are covered. I’m the strategic mind, and I manage and delegate her virtual assistant, social media manager, graphic designer, copywriter, and web developer to implement projects in her business and document systems around the way that everything is done in her business.

**GENERAL INTERVIEW QUESTIONS**

1. What motivated you to apply?
2. Have you visited our websites? What are your thoughts?
3. What did you do to prepare in advance for this interview?
4. What are you really good at professionally? Please give me some examples.
5. What are you not good at or not interested in doing professionally? (Examples)
6. What are your career goals? Near-term, mid-term, long term
7. Who was your last company and why are you no longer working together?
8. What was your last position and why are you leaving?
9. What are you looking for in a company? (Listen for values)
10. What aspects of your past jobs were most frustrating?
11. What have you done in the way of personal development in the last 6 months, outside of your company and your field?
12. What books have you read in the last 6 months on that subject?
13. How do you define success?
14. What do you think separates successful PEOPLE from PEOPLE who are not successful?
15. What do you think separates successful COMPANIES from COMPANIES who are not successful?
16. What are 3 specific habits that you do on a daily basis that make you successful?
17. On a scale of 1 to 10, worst to best, how do you rank yourself on goal setting?
18. Do you write down your goals?
19. What are your goals?
20. Give me some examples of leadership positions you’ve held…. you can go way back if you like.
21. What is the most challenging thing you’ve completed in your life?
22. Is there any reason why you couldn’t make a long-term commitment to your new company?
23. Please give me your salary history.
24. What do you expect to earn at your new gig/company?
25. Who were your last 3 bosses, and how will they each rate your performance on a scale of 1-10 when we ask them?
26. What questions do you have for me?

\*\*Ask 1-2 more specific questions based on their application.

**QUESTIONS YOU COULD ADD (Personal Questions):**

1. Who is the greatest influence in your life?
2. What do you enjoy doing most?
3. What skills will you bring to the job that will enhance our team or company?
4. What aspects of your past jobs were most frustrating?
5. If you could create the perfect job for yourself, what would you do?
6. What are some of the pros and cons of working on a team project?
7. Tell me about a time you found a new and better way of doing something.

**QUESTIONS YOU COULD ADD (Specific to Copywriting):**

1. Which online writers or online publications/blogs do you follow
2. What was the last podcast you listened to? What is your favorite?
3. What was the last book you read?
4. What is your experience with launch copy? How did the launch perform? What do you think could have been done better?
5. What was the last piece of sales copy that you wrote? Was it successful? How did you measure the success of…

**END OF INTERVIEW QUESTIONS**

1. What would you do if your internet stopped working, and you have a deadline that is solely on your shoulders?
2. If you feel they’re a good fit: ask point blank for their salary expectations
3. How much time do they have to dedicate to you every week/month
4. What did you like about your last manager?
5. What did you like about this interview? What didn’t you like?