

Candidate - Interviewing File

Qualities that O4S looks in a candidate for any vacant positions available.

- Communication
- Positive attitude
- Cooperation
- Goal-Oriented
- Dependability
- Creativity
- Think independently
- Like to problem solve
- Have ambition
- Are they proactive?
- Are happy to learn new things
- Are goal oriented
- Work well in a team
- Are responsible

How to Interview Candidates Effectively:

1. Create a job description listing the essential skills and experience.

A good description shouldn't over describe. It should focus on what is absolutely necessary for someone to be successful in the position, and describe what success looks like over specific periods of time - typically 30, 90, 180 days and 1 year.

2. Use the job description as a roadmap for creating questions.

Review all your essentials in the description and build questions directly related to them.

3. Write out your questions beforehand.

Write down your questions, and be sure to give yourself enough blank space to jot down notes. Doing this in advance and using the same set of questions for each candidate will make the interview process flow much more smoothly.

4. Take notes during the interview.

This is especially important if you're interviewing a number of candidates. It can be easy for them to become sort of a blur after you've done too many. Keep notes on each one,

5. Get specific details, such as numbers, and come back to them.

People often exaggerate or invent details to try to impress an interviewer. Cut through this situation by asking specific questions and following up. Get numbers, dates and other concrete details, then ask about them again later in the interview, or in subsequent interviews.

6. Make sure you're on the same page with salary expectations.

Ask directly what they are currently making and their expectation of salary is. If what you can offer is below what they currently make, or well below what they're expecting, this probably isn't a match. People almost never want to go down in salary from one job to another. And if they agree to a salary that's well below their expectations, they'll probably start looking for their next job the day after they start.

7. Ask detailed questions about roles that lasted less than two years.

Ask questions about why they left and why would they like to join this company.

8. Be a good listener.

You should do some talking, and answer questions about the business, but listen carefully, pay attention to what they're saying, and keep the interview focused on the candidate. Taking notes will actually help with paying attention quite a bit.

Final Thoughts:

A great interview will tell you what you need to know about the candidate's work ethic, job history, future career aspirations and expectations of your company and will aid in selecting the right person to fill the vacant position.

Mentioned below a flow chart for the hiring process

