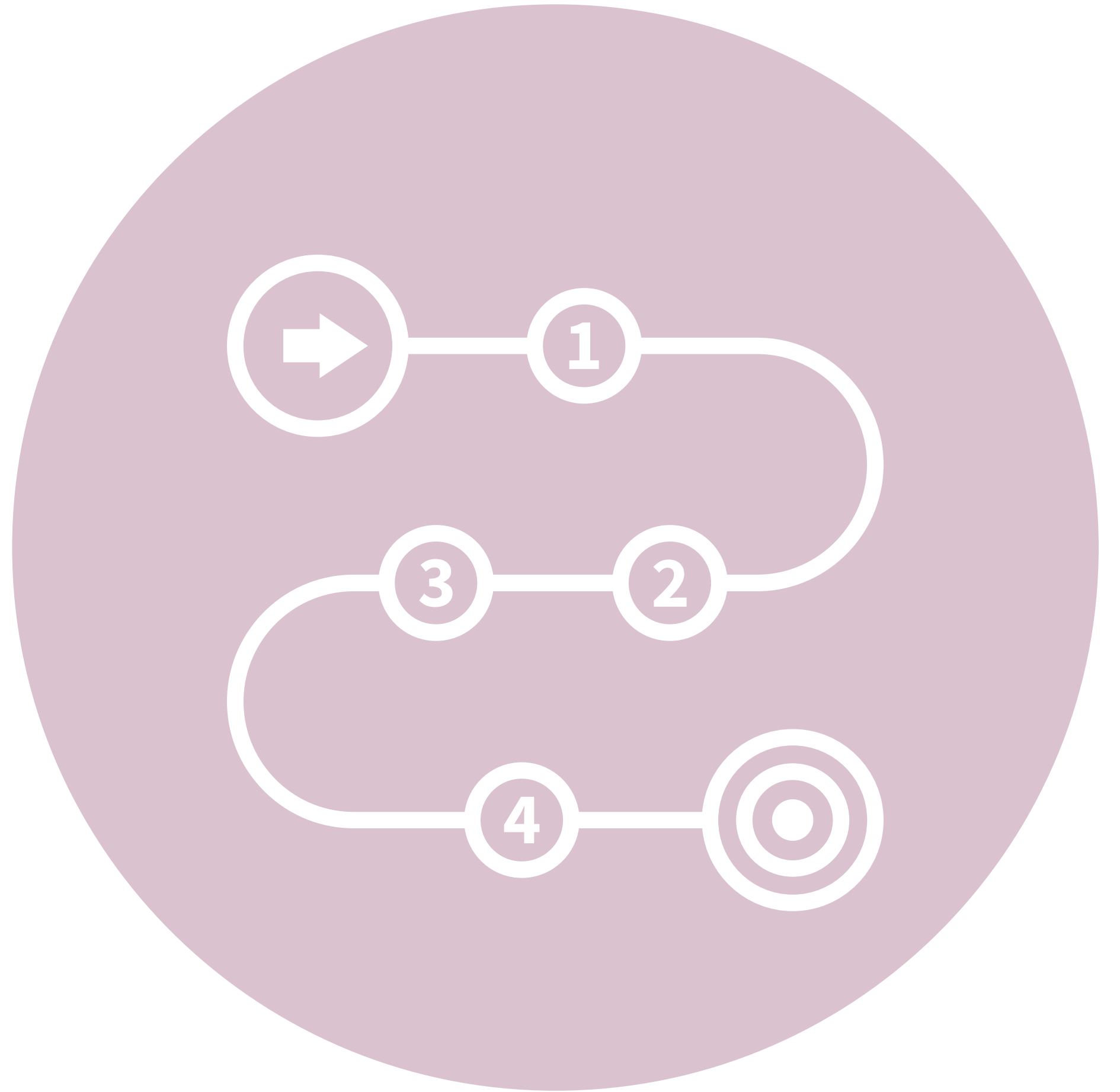


Interviewing Essentials: Hiring High Quality Candidates



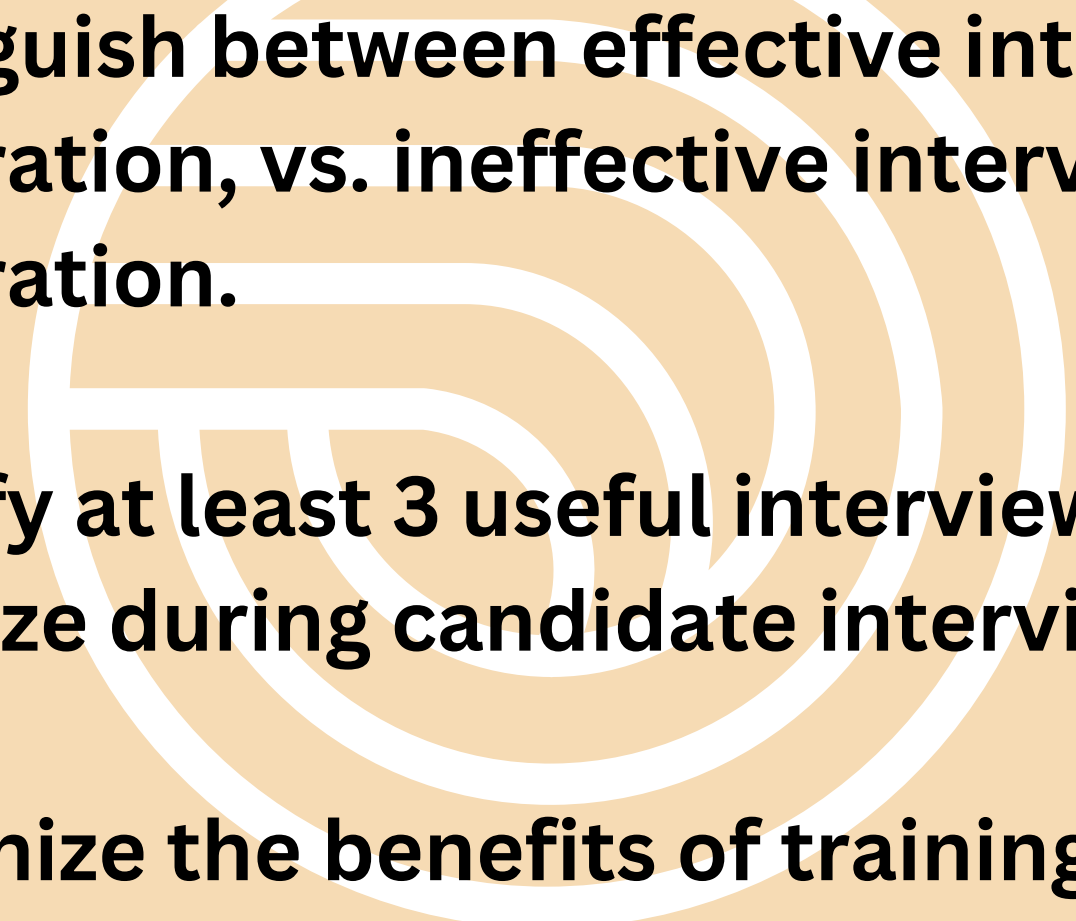
Circle Inc.

Navigation



Circle Inc takes hiring seriously. Our Aim is to hire quality and quantity candidates.

By the end of this course you will:

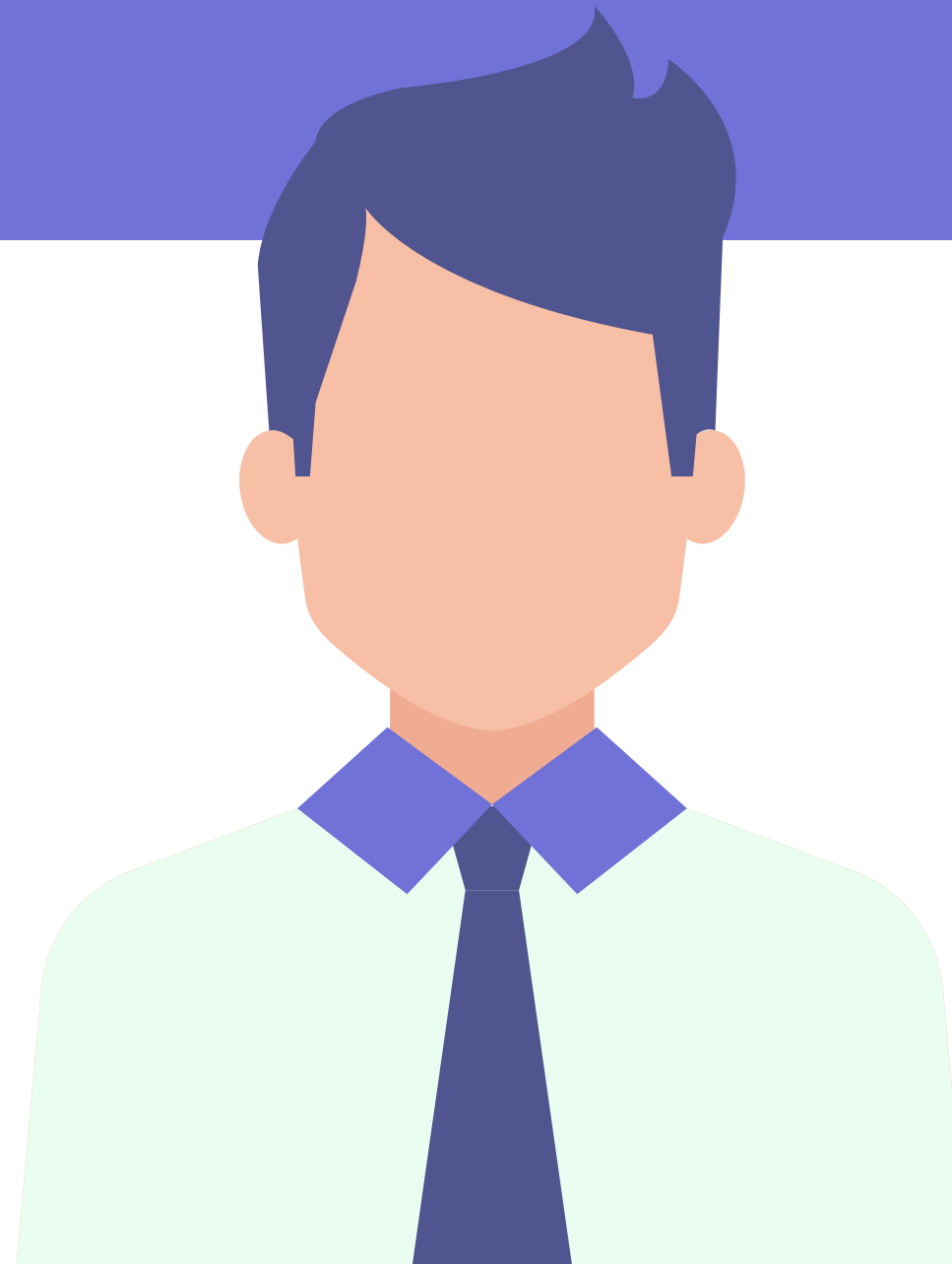
- 
- Distinguish between effective interview preparation, vs. ineffective interview preparation.
 - Identify at least 3 useful interview strategies to utilize during candidate interviews
 - Recognize the benefits of training and providing support to other interviewers involved in the interviewing process.

Meet the Hiring Managers and Recruiters

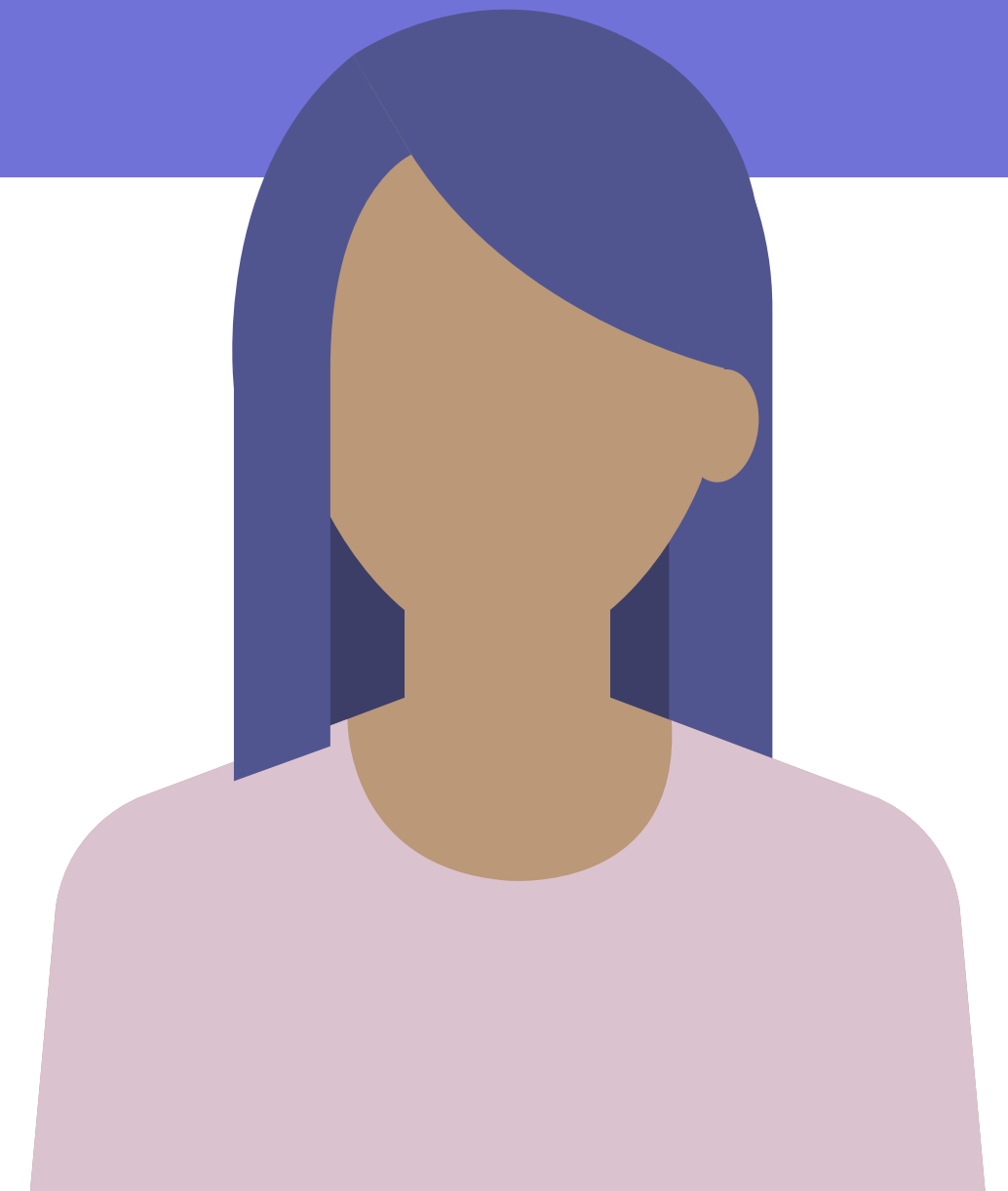
Click each employee to learn more



Stacey



Bill



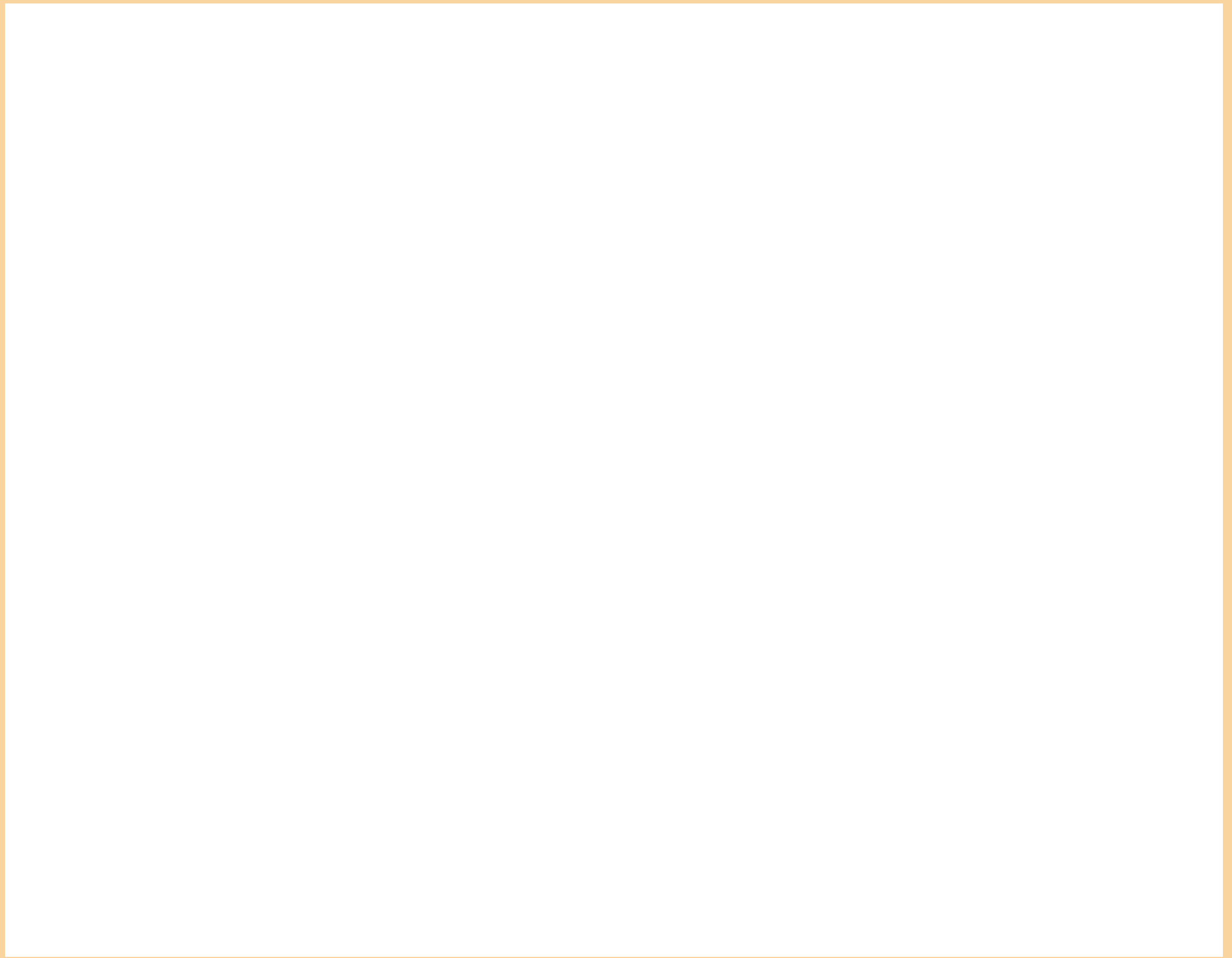
Rashida



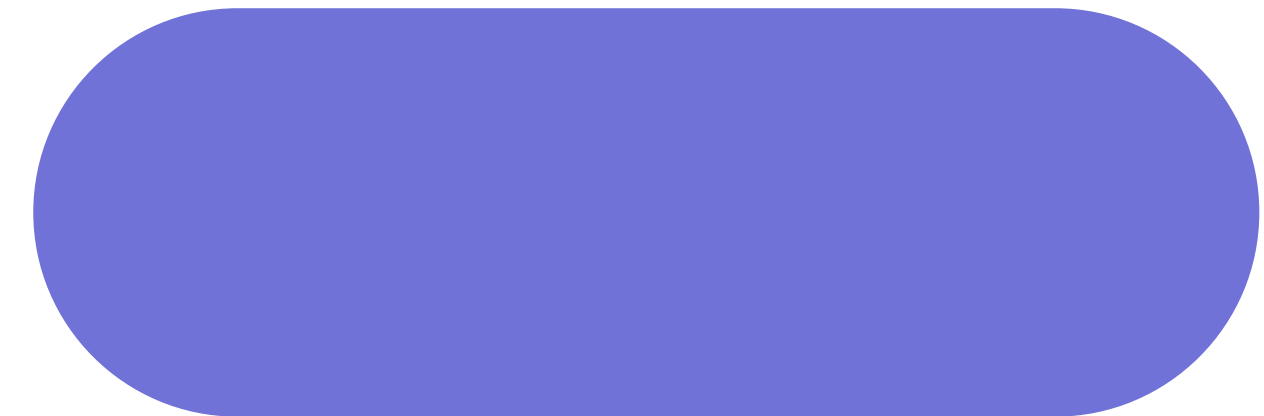
Stacey is a hiring manager who moved to this position after working in a tech role for ten years. She is overwhelmed by the amount of daily work she has. Due to her high workload she has been unable to get all the staff needed for the interview in one place at one time last minute, so has frequently rescheduled interviews as a result. She loves her job and finding "the right" staff, but she's felt overwhelmed with the large majority of applicants coming through.



Bill is a recruiter who has started working for the company three years ago. Bill's background is in HR. Although Bill practices learning python at home, he feels less confident in understanding the technical skills of the jobs he interviews for. Bill compensates by "really getting to know" the people he interviews with.



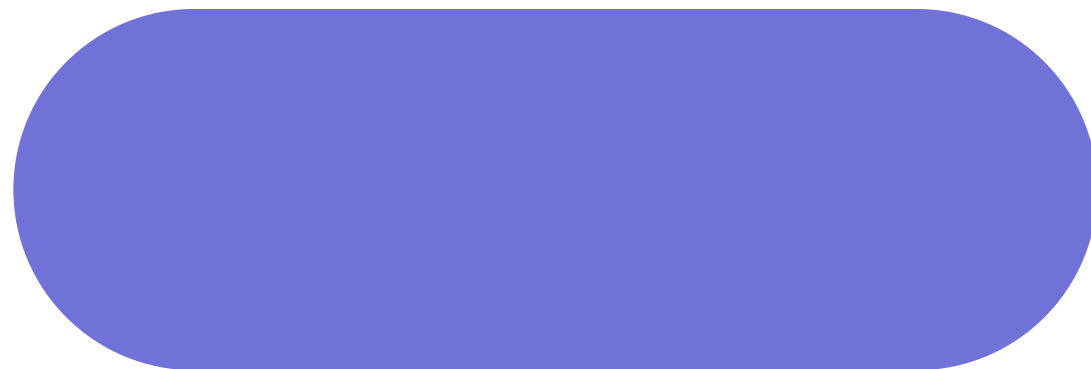
Interview Prep Strategies

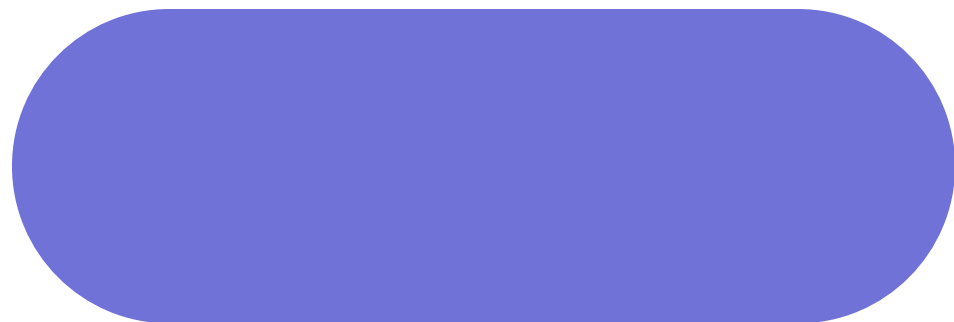


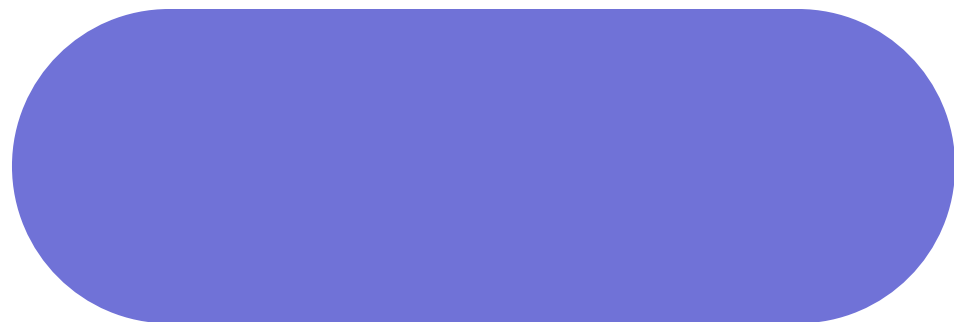


Know what you're looking for







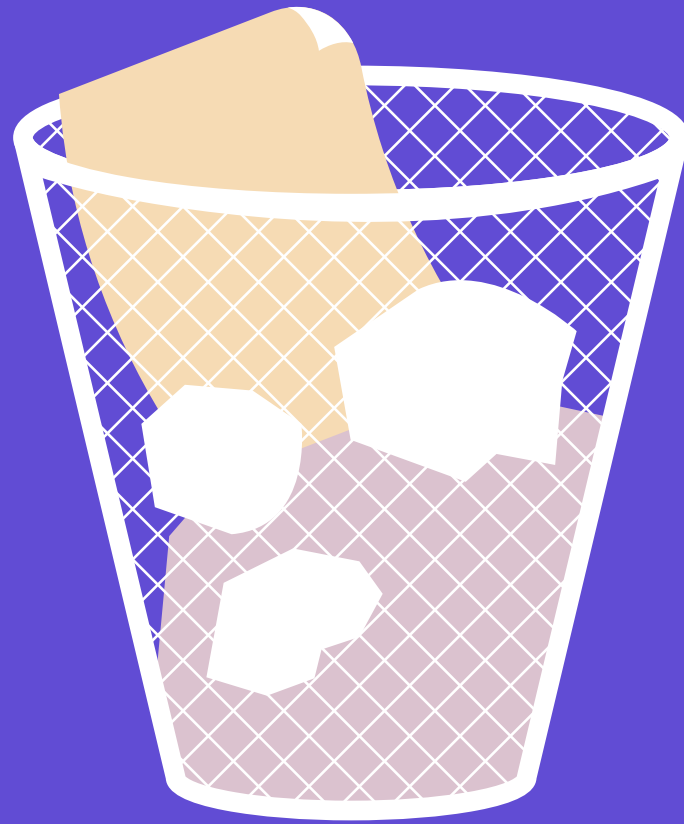


Stacey is preparing to hire 5 new candidates for three departments.



Stacey is preparing to hire 5 new candidates for three departments. She has identified 5 applicants for interview and has confirmed 3 interviews in two days. Stacey has identified the supervisors who will participate in the interviews, but has not confirmed their availability for the scheduled interview. She has a list of questions that will be asked and knows the topics she will cover. She has not prepared the interviewing staff yet, because she's not sure who will attend other than the Supervisors.

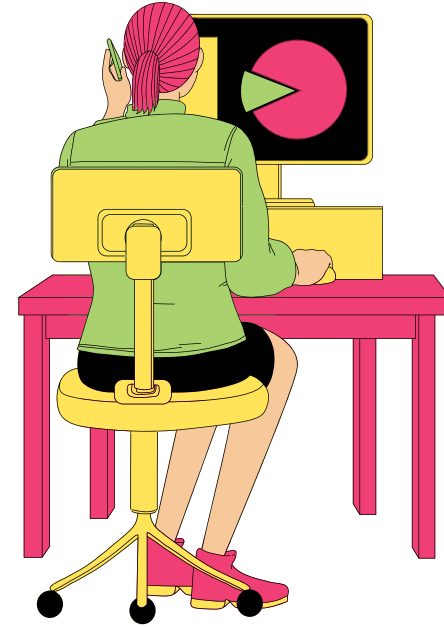
Stacey has pre-screened applicants to
match role description to resumes



Misstep: Throw that in the trash



Great: write that down and use it!



Get to know habits you can practice to make the interviewing process smoother

Don't have a checklist



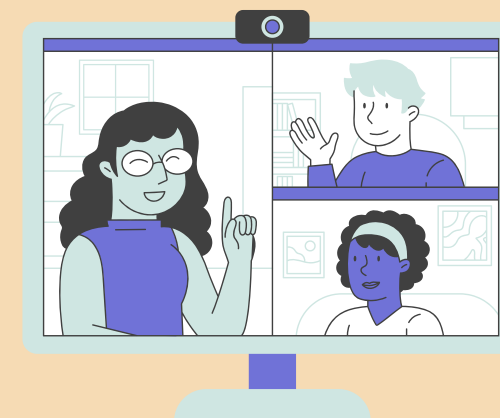
Prepare everyone involved



Remember the purpose of the interview



Ensure the candidate meets everyone



Don't use a checklist

When meet a potential employee
you're not ordering parts. You're
interviewing.



Prepare all staff involved in the interview

- Identify topics to be discussed in the interview.
- Share questions with staff, and identify who will ask certain questions
- Ensure there are no repeat questions from interviewing staff
- There should be a balance of questions related to technical skills, company culture fit, and HR related topics.



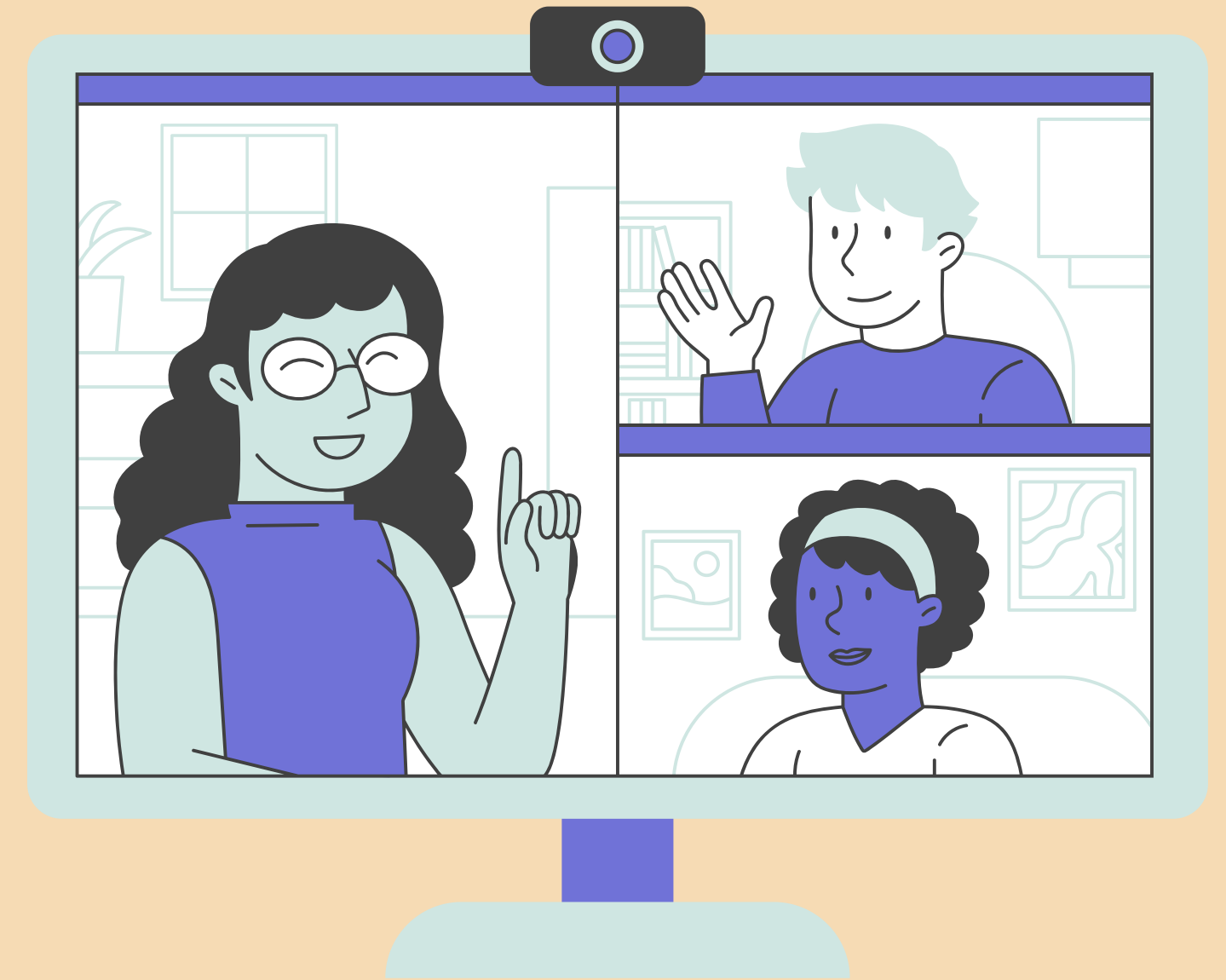
Remember the purpose of the interview

You're finding a candidate that is capable of doing the job, not discussing sports or marital challenges.



Ensure the candidate meets everyone

- Introduce the interviewing staff, but let them each interview separately.
- Consider how the interview will be conducted prior to start.



Stacey and Bill are Interviewing



Remember Stacey? Some of her preparation missteps have cost her.



What useful strategies did Stacey utilize to ensure the interview will be a success?



Bill has had a busy day!



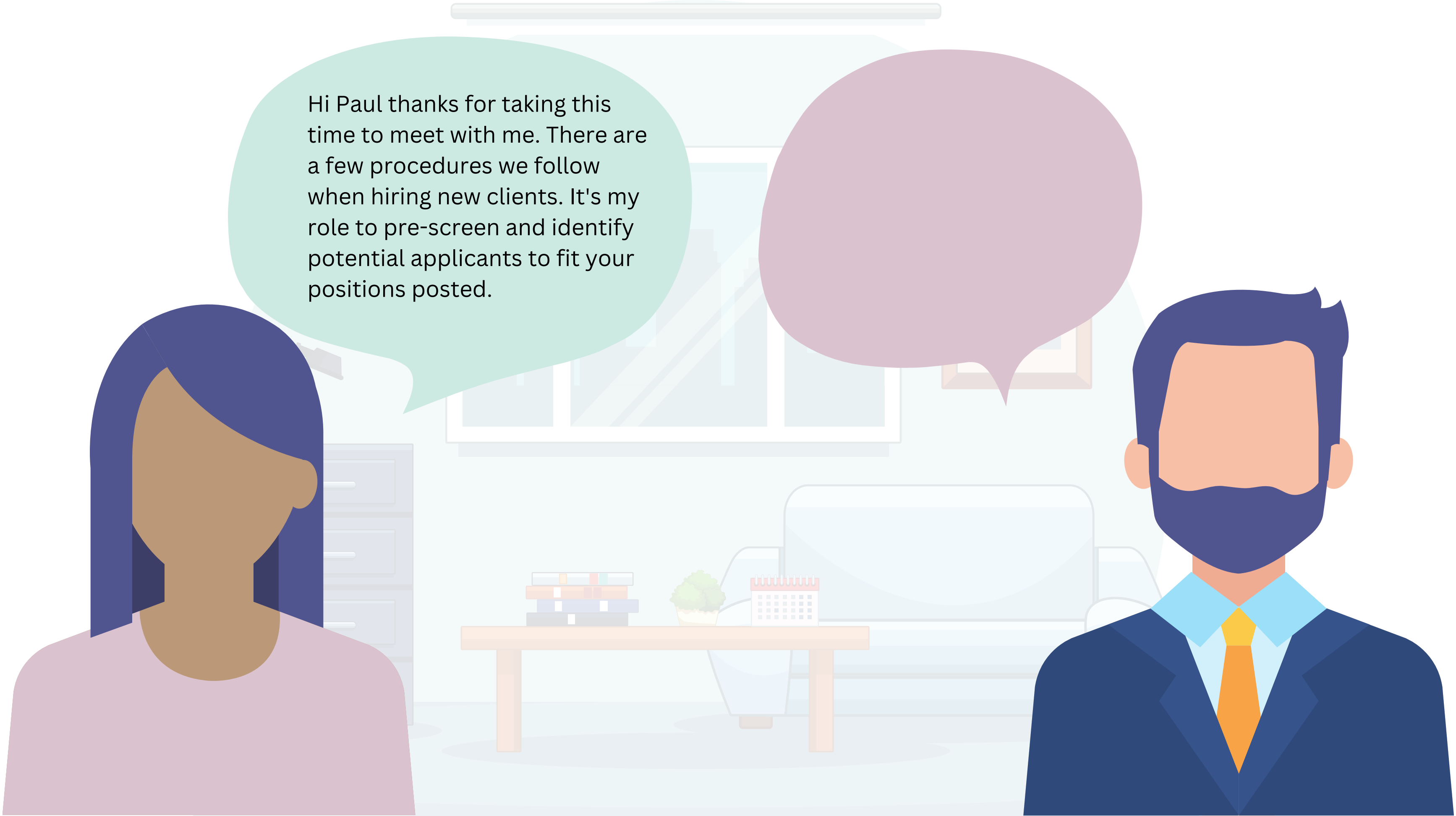
What were some useful strategies that Bill did not utilize during the interview?




Don't let just anybody perform an interview. Train them to do it properly.

Training staff on effective preparation and interviewing strategies supports hiring quality staff who will retain employment and reduce company costs while building stronger teams.



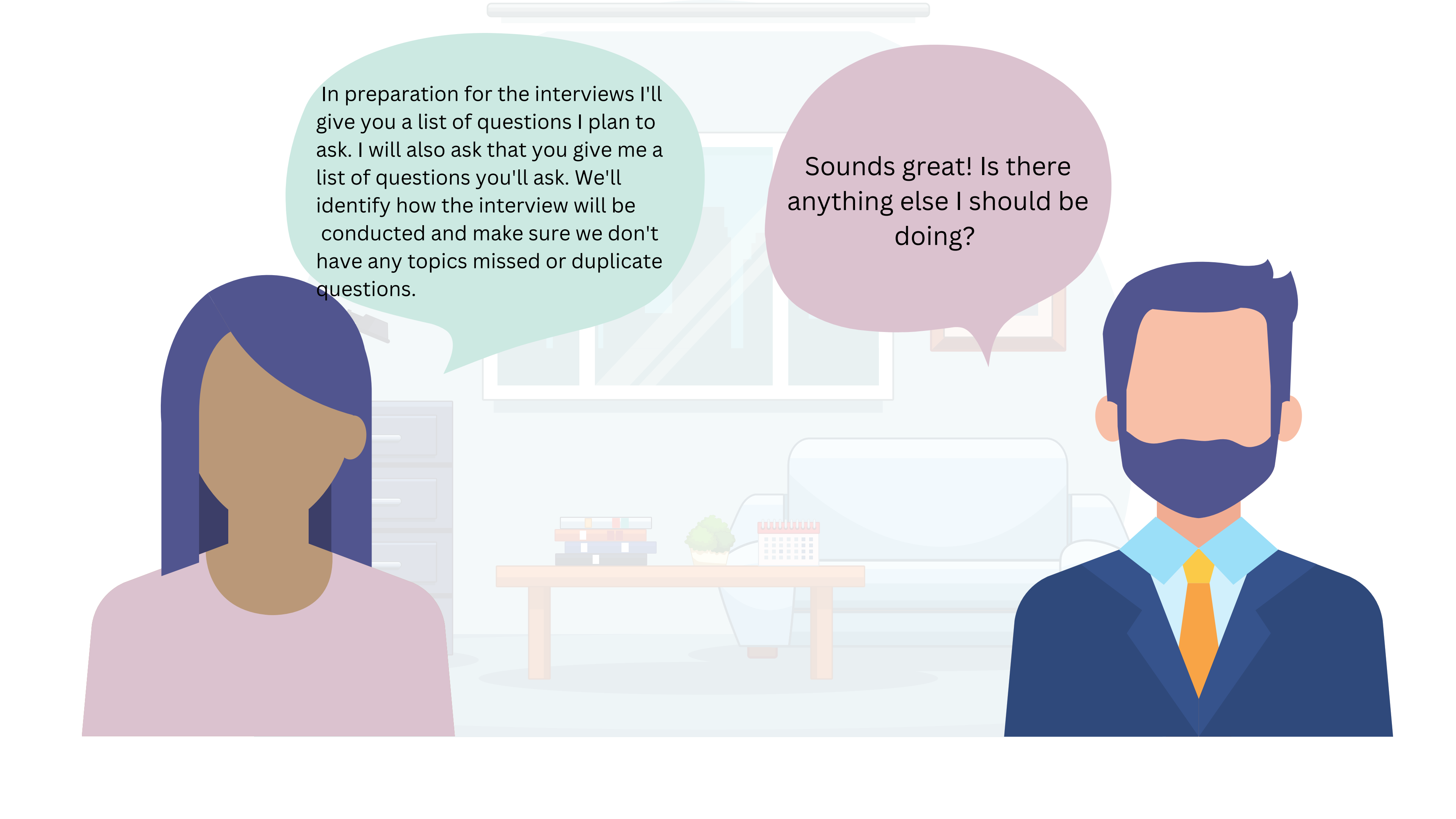


Hi Paul thanks for taking this time to meet with me. There are a few procedures we follow when hiring new clients. It's my role to pre-screen and identify potential applicants to fit your positions posted.




Before I schedule any interviews I will reach out to clarify any needs for the role, and identify your availability. Later on we'll identify any other team members you want to interview with you.

Ok, I'm writing this all down.

An illustration of an office environment. In the foreground, a woman with dark hair and a pink top is on the left, and a man with a beard, wearing a blue suit and orange tie, is on the right. They are facing each other. In the background, there is a desk with a calendar, a small potted plant, and a stack of books. A large window is visible behind the desk. Two speech bubbles are present: a teal one on the left and a purple one on the right.

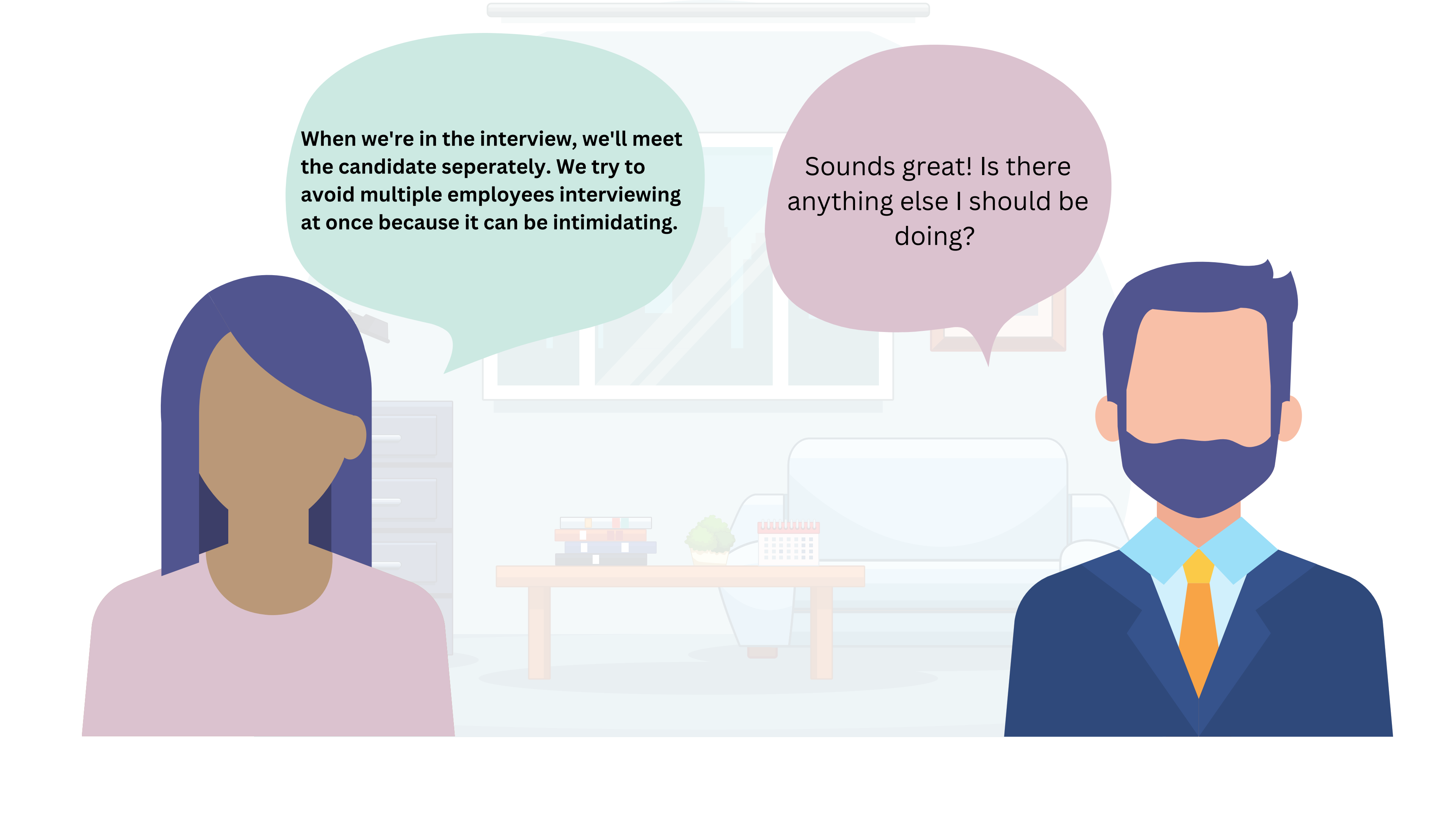
In preparation for the interviews I'll give you a list of questions I plan to ask. I will also ask that you give me a list of questions you'll ask. We'll identify how the interview will be conducted and make sure we don't have any topics missed or duplicate questions.

Sounds great! Is there anything else I should be doing?



We can set up the appointments. In preparation for the interviews I'll give you a list of questions I plan to ask. I will also ask that you give me a list of questions you'll ask. We'll identify how the interview will be conducted and make sure we don't have any topics missed or duplicate questions.

Sounds great! Is there anything else I should be doing?



When we're in the interview, we'll meet the candidate separately. We try to avoid multiple employees interviewing at once because it can be intimidating.

Sounds great! Is there anything else I should be doing?

What should hiring managers and recruiters focus on while training interviewing staff?

How to conduct the interview so staff can meet all important players seperately/

How to effectively prepare and share topics to be covered and questions to be asked during the interview.

How to make small talk and build rapport.

How to make the interview end quickly.

How to ask appropriate questions to gain information essential to the role.

How to collect a balance of information on technical skills, HR related topics, and how the candidate will fit in company culture.

You have a 5 question final assessment. You must receive a score of 80% or higher to pass the exam. You can retake the exam as many times as needed to pass.



What habits you should be utilizing in every interview?

Let it pass this one time. Schedule the interview with Paul now, and train later.

Let it pass this one time. Schedule the interview with Paul now, and train later.

Let it pass this one time. Schedule the interview with Paul now, and train later.

Let it pass this one time. Schedule the interview with Paul now, and train later.





Congratulations

Now that you have completed this course, you can practice effective interview preparation, make a habit of using useful interviewing strategies, and recognize the benefits of training interviewing staff.

