

# How To Be a Better Hiring Manager

## What

Being responsible for hiring new employees is challenging work. Training hiring managers is important to ensure they are equipped with the necessary skills and knowledge to conduct objective and fair interviews, leading to better hiring decisions and the retention of top talent.

## Why

A well-prepared hiring manager is crucial to the interview process as they ensure that they have thoroughly reviewed the candidate's resume and prepared thoughtful and relevant questions. This leads to a more efficient and effective interview, allowing the manager to gain a deeper understanding of the candidate's skills and experience, leading to better hiring decisions.

## How



### Identify Purpose

A hiring manager should identify the purpose of an interview to ensure that the interview questions and format align with the goals of the interview



### Define the Job Requirements and Skills

Define the job requirements and skills needed for the role by carefully analyzing the job responsibilities and necessary qualifications to create an accurate and detailed job description.



### Be Timely

Be timely in the interview process by promptly scheduling interviews, arriving on time, and being respectful of the candidate's time, ensuring a positive and efficient interview experience.



### Prepare

Prepare for an interview by reviewing the candidate's resume and preparing relevant and thoughtful questions to ask during the interview.



### Employ Social Skills

Employ social skills in an interview by actively listening, showing empathy, and building rapport with the candidate, leading to a more positive and engaging interview experience for both parties.