INTERVIEW QUESTIONS WHEN HIRING, TO ADD TO YOUR TEAM

Interview Preparation

- Before you interview to find your Ideal Team member, invest your time and energy to be at your best:
- Research and learn about your candidate.
    - Review their application or resume.
    - Google their name (if not too generic).
        - What online presence do they have?
    - Check them out on social media.
        - Do their activities, likes and comments align with your values?
- Eat a healthy snack or meal. Consider reducing your starch and sugar intake, to be alert.
- Drink some water and have it available for the interview.
- Set your mind up for success and take a few deep breaths, exercise, meditate, or pray … whatever works for you!

Know Your Purpose for Hiring

- What are you looking for in your perfect candidate (qualities, skills, work ethic and strengths)?
- What gaps are you attempting to fill; in strengths, personality, skills and experience?
- Where can you effectively advertise?
- What wording can you utilize to stand out from other employers?
- Do you know someone who can refer a great candidate to you?
- Resume Application or Web-form.
    - Have their resume handy to review and note impressive things, red flags, and other items to further inquire about.
        - Consider investing twice the time on their application or resume and research as you would in the interview to learn about them.

Interview in 15 - 30 Minutes (depending on previous stage)

Use these questions as part of your interview process to help you discover some unique traits that you may want or not want before hiring.

Get To Know Them:

- Tell me a little about yourself.
- What draws you to this position or what excites you about it?
- Can you tell me a little about your knowledge and understanding about this position?
- What makes you a good fit for this role we're hiring for? (Things like technical aptitude, management abilities, specific department experience i.e. marketing or HR etc.)
- How can we best support you so that you are most productive?
- What other tools/software do you know?
- What would you say your strengths are?
- What is your greatest professional achievement?
- Can you give me insight into what you would consider a weakness of yours?
- Do you have any personality profiles (DISC, Strengths Finder, Kolbe) that you would be open to sharing with me?
- Do you have a vision for your life?
- Where do you see yourself in 3 - 5 years?
  - Why is that important to you?

Company Related Questions:

- How did you hear about this position?
- What do you know about our company?
- If you are working on a team, how many are you on?
- How many clients are you currently working with?
- What is your availability? When can you get started?

If They Will Be A Contractor or Part-time Employee (check legal differences between a Contractor and Employee):

- Do you have other clients? If so, how many?
- What do you do for those clients?
- What hours do you work?
- How many hours do you have available to work with our team?

Questions You Can Ask To Discover Their Values:

- **Initiative** – Please share a situation where you encountered a challenge and your boss was not available to help you resolve it. How did you handle it?
- **Determination** – Can you share with me how you have hit a roadblock in your career and what you did to move forward or resolve it?
- **Reliability** – Due to circumstances beyond your control, you will be 15 minutes late for work. What do you do?
- **Conflict** – Have you ever experienced gossip or conflict in the office? What actions did you take?

References:

- Get examples of past work.
- Consider having them do a sample project for you.
- Ask for 3 references.

Other Things to Consider

Personality Tests Are A Great Option

- Briggs
- DISC Test
- Kolbe
- Myers Briggs

Other tools:
- Strengthsfinder

Once They Pass the Values and 'Like' Test...

- Will they complement and round out your team?
- Do their skills and talents meet your requirements?
- Are they open-minded and capable of learning?
- Will you have future need for leadership in your business and could they be a good fit?