

SELECTION INTERVIEW

Candidate _____ Date _____

Position _____ Manager _____

Instructions

Make the candidate feel comfortable and explain the agenda for the interview: You are going to ask some questions, and then you will answer any questions he or she may have.

Achievement History Question – Ask the candidate to take you back to her or his very first job, and bring you up to date, job by job. Ask questions about each of the positions he or she has held, and look for the thread of accomplishment and responsibility that identifies strong achievers.

Selection Insight Report – Read a section of the report, and ask if the candidate agrees, then ask for specific examples from her or his background as evidence.

Behavioral Traits

Control
Interaction
Stability
Perfection

Achievement Traits

Initiative
Reliability
Optimism
Energy

Selection Interview

Probing Questions – Find out more about the candidate's strengths and limitations, and be certain to ask for specific examples to support his or her answers.

What are your strengths as an achiever?

In what areas would you like to improve?

What is the best example of your persistence or tenacity?

When have you played a leadership role?

What do you have to offer us?

How do you define success?

Why this position?

If we don't get together, what will you do?

Sell the Opportunity – Tell the candidate about what you see as her or his strengths. Talk about the rewards of success in this position, but indicate you do still have some concerns.

Explore Concerns – Express any questions or concerns you have about the candidate's potential, and ask for her or his response, then offer to answer his or her questions.

Wait 24 hours, and complete the Candidate Evaluation form, before making a final decision.

<http://www.professionalselections.com/CandidateEvaluation.pdf>