

E-Tool #2 Interview Preparation

What do you notice when you're reviewing an application or résumé? Knowing what to look for can help you weed out those applicants whom you don't want and find the ones you do!

The seven points in the following FREE eTool – Interview Preparation – will help you during your application and résumé reviews. As you review the applications and résumés you've received, keep an eye out for the items mentioned in this list, as they'll help you pick out areas of concern, items of positive interest and responses that require more clarification.

Because this is an important step to prepare yourself for the face-to-face interview, be sure to conduct this exercise when you have the proper amount of time to give to the exercise. If someone on your management team aids you in the interviewing and hiring process, share these seven points with him or her as you review your candidates. Two sets of eyes are better than one, after all!

INTERVIEW PREPARATION

As you're reviewing applications and résumés and preparing questions for an interview, remember to look for the following:

- Inconsistencies in applicant's work record, employment dates, titles or stated responsibilities and areas of authority.
- Short-lived jobs. Does the applicant appear to have trouble hanging on to a job for any length of time?
- Gaps in the work experience. Was this person not working for several months at a time? And if so, why?
- A consistent progression of jobs that indicates increases in responsibility. Growth in a career is a good sign. Don't become enamored with a candidate's past job titles, though. Far more important was their job duties and achievements. A sales clerk who assumes more responsibilities might be a better candidate than a "manager" who didn't grow in the job.
- Erratic job moves around the community. Applicants with roots to your business areas might be more personally invested in the market and less likely to steal or impulsively quit to move to another job.
- Educational credentials can be important. Make an honest assessment of the job's educational requirements. Would someone overqualified become bored? On the other hand, someone who hasn't only graduated from high school but also has completed some college might be someone with long-term ambitions and initiative.
- Names of former employers whom you know and trust. They could be an excellent source for off the record information when contacted for references prior to an interview.

Happy hiring!