



Keys To Interviewing Success

*How to make sure you attract the people you
want AND they want you!*

Talent & Recruiting Conference
Star Staffing

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***Assumptions are
the termites of
relationships.***

~Henry Winkler

AGENDA

1. Typical mistakes



2. 10 keys to great interviews

3. Actions for success

COMMON MISTAKES

- **No preparation**
- **You do all the talking**
- **Halo or horns**
- **Everything is “good”**
- **No contact afterwards**

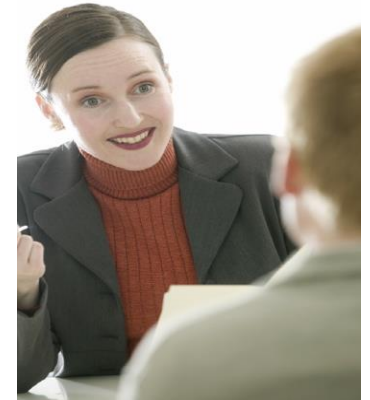


***The single biggest problem
with communication is the
illusion that it's taken place.***

~ George Bernard Shaw

10 KEYS

- 1. Be prepared**
- 2. Ensure they'll be at their best**
- 3. Conversation not interrogation**
- 4. Ask prepared questions, include behavioral ~ and off script**
- 5. LISTEN – be curious and open-minded**



Exercise: Listening



Choose a partner. Talk about either:

- a) One mistake you've made while interviewing**
 - b) One thing you've done well while interviewing**
- **First person shares (1.5 min)**
 - **Other person: focus on being a great LISTENER!**
 - **Speaker: Tell your partner 1-2 things they did well while listening to you**
 - **Switch roles, same process**



6. Some silence is OK

7. Be aware of non-verbal signs

***What you do speaks so
loud I cannot hear what
you say.***

~ Ralph Waldo Emerson

Body Language Guidelines

➤ **Open vs. closed**



➤ **#1 trust builder**



➤ **Match your listener**

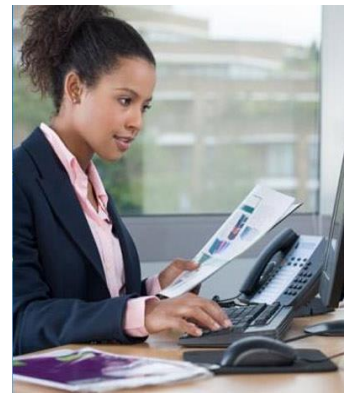
6. Some silence is OK

7. Be aware of non-verbal signs

8. Don't make it about you

9. Let them know what's next

10. Always follow-up!



Exercise: Action for Success



- **What 1 or 2 actions will you take to become a more effective interviewer?**
- **Share with a partner**

I had a job interview once and the woman said “Where do you see yourself in 5 years?”

I said “Celebrating the fifth anniversary of you asking me this question.”

~ Mitch Hedberg

***Are you REALLY listening or
just waiting for your turn to
talk?***



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Thank You!

& Questions