

# BETTER INTERVIEWS EQUAL BETTER EMPLOYEES

HOW TO HIRE SMARTER, FASTER,  
AND BETTER!



# HELLO

MEET SOME OF THE TEAM



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## HOW TO INTERVIEW

Phone screen your candidates before inviting potential employees for an in-person interview.

It is essential to have a set of standard questions that you ask every candidate that you call. These questions indicate whether or not they are worth speaking with in-person.

Before calling, your team should discuss the questions and come up with acceptable answers. Then after you have conducted the phone screen, you can compare the applicants answers to the satisfactory answers.

Always remember to take notes and write down the interviewees answers.

# SAMPLE PHONE SCREEN QUESTIONS:

- Tell me about your relevant experience.
- Do you have experience with (something specific to the job)? Can you tell me more about it?
- Describe your educational background and experiences.
- Why did you apply for this position?
- What is your interpretation of this position?
- Do you have reliable transportation?

## WHAT OTHER QUESTIONS SHOULD WE ASK?



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# THE IN-PERSON INTERVIEW

Before the candidate comes in for their in-person interview take a little time to review their answers from the phone screen.

Also be sure to share the candidate's resume and phone screen questions with the secondary interviewer.

The potential new hire should meet with two individuals during the interview. Two interviewers allow for more perspective on the candidate and make a better hiring decision. This is also a great way to see how the candidate works with different people.

Have a rough outline of the question you plan to ask at the in-person interview. These questions should hit 5 major hiring factors.

1. Culture Fit
2. Motivation/Goals
3. Communication/ Conflict Resolution
4. Team Work/ Interpersonal Skills
5. Empowerment/Decision Making Skills

No matter what position you are hiring for the employee needs to have these skills, and have them at the level necessary to the company.

# SAMPLE IN-PERSON QUESTIONS:

- Describe the work environment or culture in which you are the most productive and happy.
- How do you define success?
- Describe the management style that will bring forth your best.
- How do you feel about becoming friends with your coworkers? Is this a wise practice?
- Do you feel more energized when you are working alone or when you are working as part of a team?
- What are three examples of the kinds of behaviors, actions, or attitudes you are most likely to conflict with at work?

## WHAT OTHER QUESTIONS SHOULD WE ASK?



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# TIME TO HIRE

What are some of the reasons to hire?

Hiring the right person starts from the moment you decide you need a new team member. It is essential to know what you are looking for and to define what quality you need.

Your new team member needs to be:

- A Cultural Fit
- Have Motivation & Goals
- To Communicate Clearly & Handle Conflict Resolution
- Work Well Alone & In Teams
- Be Ready To Empower Others & Make Decisions

Friendly reminder, every time you hire someone, and it does not work out it costs your company more money. While not every hire is going to be the right fit these tips can help you hire the right employee from the start.

# THE REVIEW

The employee review is an integral part of retaining your fantastic new team member. Reviews give you insight into their progress.

Research suggests that more frequent informal reviews are what employees want. Have a rough plan as to how you plan to execute on review sessions.

Another growing trend is one on one weekly meetings between managers and employees. If you have a big team, these might not be possible.

Setting up a review schedule in advance lets your new hire know when you are going to check-in. An outline should look something similar to this:

1. First Week Check-in
2. 30 Day Review
3. 90 Day Review
4. 1 Year Review

Make sure your reviews are documented, and both you and the new employee have takeaways on individual improvements. These should also be filed away for reference in the future.



## PHONE SCREEN

Quick call to assess if worth an in-person interview.



## IN PERSON

Longer interview with two team members.



## REVIEW

Always take time to do reviews with your new hire.



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# THANK YOU

GOOD LUCK FINDING YOUR TEAM!

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