

# Interview Tips For Making A Great Hire

## Pre-Interview:

- ✓ Determine the traits, qualifications and experience level you are looking for in a candidate.
- ✓ Set these expectations in the job description, including salary/rate of pay, perks and benefits.
- ✓ Determine when and for how long you would like to hold interviews.

## During the Interview:

- ✓ Choose a comfortable location to hold the interview.
- ✓ Gear questions toward situations and behaviors.
- ✓ Make note of pace, tone and temperament during conversation.

## Post-Interview:

- ✓ Assess the conversation – are you satisfied with the information you received?
- ✓ Keep a list of “essential requirements” – did your candidate meet these?
- ✓ Plan out your follow-up procedures – give yourself reasonable time for making a decision, and follow up with candidates accordingly.

**Looking for more hiring tips?** Pointman members work with a personal Success Coach to strengthen hiring practices and identify the right questions to ask when building their team. [Meet our Success Coaches](#) to learn more.