

# Do Your Homework Before the Interview

## Question:

How do I make sure the interview process delivers the best employee?

## Answer:

The smart way to consistently hire and retain the best employees is to develop a clear selection process and efficient hiring team. By hardwiring a selection process, you'll save the time and money it takes to fix hiring mistakes.

**Evaluate your communication flow.** The HR and the Hiring Manager should discuss the job description before releasing details to potential candidates. As resumes come in, have a selection team evaluate them and pass along qualified candidates.

**Choose the right hiring team.** Pick qualified team members capable of making a good impression on top caliber talent during interviews.



**Prepare the team by aligning expectations.** Share an 'Aligning Expectations' document and hold an Expectations Meeting so the team can discuss and agree upon the selection process.

**Gather pertinent information.** Include any influencer that is going to participate in the interviews and selection process to create a thorough evaluation of the position description, desired qualities, and interview tactics.

## Question:

What can the interview process teach me about a potential employer?

## Answer:

An interview is your chance to evaluate the people and process of a company you are interested in working for. The Internet is packed full of interviewing training tips and answers to typical questions. Go beyond the basics and ask yourself these questions:

**Are the people you meet with prepared?** Notice if they took the time to review your resume and showed up on time for the interview.

**Are they willing to answer questions?** A potential employer should give you the chance to ask questions and be willing to share information on the organization, its culture, management style, community and opportunities.

**Are they clear in their messaging?** You should hear unified messages about the company from everyone you meet with.

**How do they make you feel?** As you meet more people through the interview process, pay attention to how you feel about the overall group. Meet your needs for work, family and community.



**Patrick B. Ropella**  
Chairman & CEO, Ropella  
Tel: (850) 983-4777  
Web: [www.Ropella.com](http://www.Ropella.com)

Patrick Ropella is Chairman & CEO of the Ropella Group an international Executive Search, Leadership Transformation, and Corporate Consulting firm. He authored the book and web-based training program, *The Right Hire – Mastering the Art of SMART Talent Management*, and has seen his content featured in many trade magazines, business publications, and industry journals. Patrick regularly speaks at webinars, career fairs, and conferences.