



HIRE **GREAT EMPLOYEES** WITH AN INTERVIEW

Interviews are a very powerful business tool.
Inside are 5 practical, easy-to-use tips for conducting interviews and hiring great employees.

1 Use Two Interviewers



We all have preferences for the type of person to hire.
Make sure your individual preferences don't result in a bad hiring decision by using two interviewers (typically one each from HR and Operations).

2 Calibrate



Interviewing is 50% art, 50% science.
To improve your interviewing skills, 'quality check' your opinions about each candidate with the other interviewer so you remain calibrated.

3 Allow for Nervous Candidates



Many candidates are nervous when applying for a job.
To help them, ask your questions slowly (and repeat them if needed).

4 Avoid Quick Decisions



Some great candidates take time to 'warm up' in the interview.
Keep an open mind from start to finish...and make your hiring decisions after the interview is over.

5 Be Professional



Every candidate you interview is a potential employee or future customer for your company.
Treat all candidates professionally, whether hired or not.



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Practical, easy-to-use solutions
to maximize employee success,
reduce turnover,
and increase legal compliance

- **Interviews** and interviewer training to hire the best candidates
 - **Tests** to predict job success
 - **Assessments** to promote and develop your best people
- **Comprehensive Analysis** of your hiring and promotion systems