



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.



773-529-5451

jklawsky@klawskyconsulting.com

klawskyconsulting.com

1300 W. Altgeld, Ste 122

Chicago, IL 60614

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