

Hiring the Right People: Successful Interviewing Tips



Learn how to make the right hire, the first time!

Today you will learn....

- ✓ The importance of a specific job description when it comes to interviewing.
- ✓ How to plan and prepare for the interview
- ✓ The types of questions and how to ask the right ones
- ✓ Why working with Human Resources to develop a strategic partnership is important!



Before you get started interviewing...

Think about the skills, competencies and education/experience an ideal candidate would possess as it relates to duties and job requirements.

Ask...

- What will the ideal candidate possess?*
- How will an ideal candidate contribute to Loyola's goals, missions & values?*



The importance of a job description

- Specific skills, abilities and competencies should be spelled out in the job description.
- Be precise and specific in the job description.

*“Must Possess Good Leadership skills or
Communication skills”*

What does that mean?



Interviewing

- Phone Interviews-Do them! *see handout
 - Saves time by allowing you and the candidate to gauge interest.
- On Campus Interviews *see handout
 - Prepare in advance *-Be consistent with each candidate.*
 - Make the candidate feel comfortable

and...



Ask the right questions

Types of interview questions to ask

- Traditional, Behavioral & situational questions
- Diversity & Mission related questions
- Interview questions to avoid

* See handouts

Skip the hypothetical's...ask what they have already done.



Diversity & Mission related questions

Why important?

- We need to help potential new hires understand who we are.
- This commitment is what sets Loyola apart from other organizations.
- Allows us and the candidates to assess cultural/organization fit with Loyola.
- It's our people that carry out LUC's commitment to diversity & our mission.



*“We are Chicago's Jesuit Catholic
University-- a diverse community seeking
God in all things and working to expand
knowledge in the service of humanity
through learning, justice and faith.”*



Sample Diversity & Mission related questions...

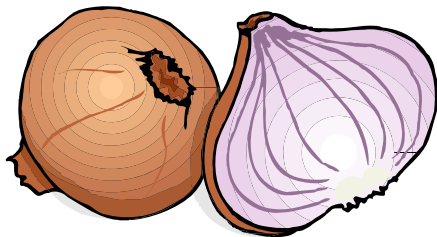
- How have you handled a situation when a colleague was not accepting of others' diversity?
- How did you make an impact on the value of diversity at your last employer?
- How have you professionally furthered your knowledge about diversity?
- What do you like or what is the appeal to you about our mission statement?
- How do you see your self contributing to our mission?
- What does our mission statement say to you?



Asking the right questions-Cont'd

- Observe the candidates answers
 - Do they say “I” or “we”
 - How do they describe their actions and results
 - How do they speak of current/previous employers
- Probe for specifics details

**Remember you are receiving answers-so peel the onion for clarity.*



Evaluating the candidates

- After each candidate take time to jot down strengths & weakness relative to job requirements.
 - *Evaluation Forms*
- A top candidate is selected for employment as a result of his/her qualifications, abilities, skills, and knowledge critical to performing the essential functions, duties and responsibilities of the position.



Throughout this process you should partner with HR, ask questions so that a successful hire can be made.

* Additional Resources- Recruitment & Hiring Guide found at:

http://www.luc.edu/hr/managerresources_recruitmentandhiring.shtml



Questions?

