Interviewing Mastery:

Sourcing, Screening & Selling YOU

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AGC NEBRASKA
THE CONSTRUCTION ASSOCIATION

AGC SOUTH DAKOTA

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Interview Process

- ✓ Current Challenges
- ✓ Sourcing Candidates
- ✓ The Screening Interview
- The Formal Interview
- Employee Value Proposition
- Closing the Interview
- Prepare for Onboarding

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- Not enough workers
- Decreasing foot traffic
- Employees leaving for more money
- “Stealing” employees
- Candidate Ghosting
- Harder than it used to be
- COVID/technology

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HOMEWORK TIME!

Employee Value Proposition:

- WHY should ***candidates*** work for you
- WHY should ***employees*** stay with you

Quick Tips:

- Avoid Buzzwords
- Make it real
- Practice it

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Sourcing Candidates

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Quick Tip:

Understanding where your best candidates come from will help you better focus your time and money.

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Top Sources of Hire

1. Employee Referrals (your best recruiters)
   - #1 source of quality hire, yet #1 most under-utilized tactic
2. Digital Job Boards (e.g. Indeed)
   - Caution – source of hire vs. source of candidates
3. Company Website
   - Are you optimized?

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Screening Candidates

- Application Review
- Preparation
- Building Rapport
- The Screening Interview
- Closing & Expectations

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Reviewing Applications

- Similar position titles & responsibilities
- Significant accomplishments
- Certifications, licensing, hard requirements
- “Red Flags”
  - Employment Gaps
  - Job Hopping

Pro Tip:

Leverage speed to hire ahead of competition.

24-72 hour window!

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Screening Interview Preparation

- Define your interview process from A-Z
- Create & use a consistent set of questions
- Dedicate a quiet place void of distractions
- Use technology to save time; phone screen
- Review application prior screening

Building Rapport

- THANK candidate for applying and expressing interest in them
- Identify similarities
- Use their name; smile and be kind
- Recap the role, basic duties, and purpose

Homework:

What should you do differently to prepare?

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Sample Screening Interview

- How did you hear about this opportunity?
- What interests you most about this company/role?
- What is motivating you to make a move today?
- Please share some brief highlights of your most recent jobs?
- Considering the expectations of this role, what type of compensation range are you hoping to fall into?
- Are there any other benefits that are important to you beyond compensation alone?
- What questions do you have about the company or role?
- Are there any concerns you have about this role?
- Assuming all goes well with the interview process, is there anything that would prevent you from accepting a job offer with this company?

Tips:

- Document responses
- Go with the flow
- Follow HR policies
- Facilitate a two-way dialogue

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Closing the Conversation & Next Steps

You

- Provide time for candidate to ask questions
- THANK the candidate for their time
- Schedule interview; transition to interview
- Define interview milestones, provide contact information
- Remind them why your company is a great place to work!

Candidate

- Provide them with:
  - What to wear / bring to the next interview
  - Who will all be involved in the interview
  - Provide benefits information (when applicable)
  - Expected start date if hired
  - Action items, outstanding tasks

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What questions do you have?

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