

QUESTIONS TO ASK NEW HIRES

Before you hit submit on that job search website. Make sure you have these questions dialed in.

Because the worst thing that you could do is ask vague questions that don't dig into the heart of your applicants, and realize you wasted hours and weeks of hiring and training for someone who actually isn't the right fit for your company.

Maybe they do a great JOB, but you want a great TEAM.

Here's a more exhaustive list of my favorite questions when interviewing and the stages we use:

Stage 1 **Copy and paste message template with some telling questions to weed out 'wastes of your time'. Be honest, and you will reap honest feedback.**

Our team is very important to us, so we vet new applicants accordingly.

I want to make you aware this is by no means a hire on the spot position. We hold 3-4 interviews including an initial phone call over a couple of weeks' time.

Please reply to m.anvik@verapax.com with the answers to the below questions, and/or call 480.493.8657 to discuss your availability for an initial 30-minute interview at ___ either ___ day or ___ day between x-x PM.

- Are you prepared for the interview process?
- We aren't here for the paycheck, so how does our business interest you?
- Have you taken the DISC profile?
- Do you know your DISC letter(s)?
- Please reply to me with the time slots you are available for next week.

<https://www.123test.com/disc-personality-test/>

What I like about this, is it tells me if they can follow instructions, ability to overcome challenges, willingness to be challenged and also a good idea of their personality that cannot be faked too much. Because they don't know what kind of DISC candidate we are looking for.

Stage 2 30 minute in person.

This meeting is more questions, but not as many about background. More about their personality and fit with the culture and willingness to grow. I believe (and have done so myself) you can always LEARN how to do a job. But you can't teach attitude.

Questions:

- When is a time you worked on a team at a previous job?
- What is something unique you believe you are bringing to this position?
- When have you failed BIG time previously and how did you handle that?
- Which words resonate with you when I say Humble – Hungry – Smart?
- What does 'Company Culture' mean to you?
- What is your favorite (or last) non fiction book you read?
- Do you have Personal Core values?
- What is your view of conflict in the work place?
- If you don't have an answer to a problem, what are your next steps?

Again, digging into self-growth, ability to work with others. Personal values and how they handle problems and potential conflicts. I want to encourage positive debates in the workplace to discover the best solutions. Not have people that aren't willing to participate.

Stage 3 We have had 2 or 3 interactions now depending on if you've talked on the phone. And by now you have a strong idea of how qualified your remaining applicants are.

So, if you can stretch it. I would recommend you have them meet (if possible) for another brief 30-minute conversation with the person they will be working directly with. And/or replacing if applicable.

You trust your current team member. So why not have them involved? Give them the ability to honestly tell YOU what they thought of the person so you have a second outside opinion.

What is even better, is for them to have this at a coffee shop away from the office too, so you might have an idea how they interact with people they aren't 'trying to impress' necessarily.

These are very casual, and you can review what questions your team might ask, but it should be very informal and see how they can even get along on a personable level.

And finally, it should be the big interview.

All associated parties. Maybe even the full leadership team involved with the company that can attend.

It's an investment now, to get a strong gauge of all assets and potential red flags.

Better to be brutally honest now, and TRAIN for those areas that you know will be a challenge. Vs. Rush through and HOPE you might have a good enough team member that is self-starting and gets the job done.

Allow each person at this interview 2-4 questions to be prepared with and LISTEN. 2 ears and 1 mouth. Use them proportionally.

This is a lot. But think about it.

50 apply.

15 reply to stage 1

10 show up to interview stage 2 (5 hours)

5 are qualified by you to meet with team member stage 3 (2-3 hours)

And the top 3-5 spend 45 minutes with your leadership team.

Whoever comes out of this gauntlet is guaranteed a committed person.

My first job was a sit down, handshake, fill a form bring your ID and SS card on Monday.

They got lucky I wasn't a lazy bum!

It takes work, but I'd encourage you to try this out!