

# How to Be a Better Hiring Manager

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# How to Be a Better Hiring Manager

- Collaborate more effectively with the hiring team
- Become a talent magnet
- Plan the best interview questions
- Prepare for interviews from the hiring side

# Survey Question

What do you think was the **#1 most interesting or exciting** thing mentioned when hiring someone?

# Result

Bringing new skills, fresh perspectives, different ideas and additional energy to the team!

# Survey Question

What do you think was the **#1 challenging** thing mentioned when hiring someone?

# Result

Difficulty finding skilled candidates.

# Today's Professional Workforce

- Search for: **meaningful, purposeful and important work**
- 19 trends: **Freedom, Knowledge, Stability, Self-Management, and Meaning**
- 3 Key Areas: **Technology, Globalization, Work Structure**

*\*ADP - The Evolution of Work | The Changing Nature of the Global Workplace, 2016*

# Talent Attraction

- Become a “Talent Magnet”
- Create a talent pool
- Build your brand





# Collaboration

- Build strategic partnership
- Get educated on the process
- Be responsive and decisive
- Create a transparent process

# Interview Preparation

- Review candidate's information
- Understand feedback from other interviewers
- Interview questions and documentation forms
- No distractions
- Be prepared to answer questions



# The Interview

- Avoid cliché questions
- Be mindful of tone
- Stay organized and on track
- Get candidate excited to be there

# Kick-Off Interview Questions

- What made you decide to apply?
- Why do you want to work here?
- How has your experience prepared you?
- What would you need to learn here?
- What was the most useful criticism you ever received?
- How can I help set you up for success?

# SOAR Technique

- **S**ituation - **O**bstacle - **A**ction - **R**esult
- Understand what candidate did in the past
- “Tell me about a time when you...”
  - ✓ What was the situation?
  - ✓ What did you do?
  - ✓ What was the result?
  - ✓ What did you learn?

# Behavioral/Competency Questions

Tell me about a recent situation when you...

- ✓ had to work with a difficult client
- ✓ demonstrated leadership
- ✓ felt really accomplished
- ✓ had to deliver a difficult message
- ✓ completed a significant project

# Strategic Thinking

- Case study with a flawed strategic plan
- Real solved/unsolved problem
- Ask direct questions



# Questions from the Candidate

- What is your company's mission statement?
- How will role contribute to company's mission?
- What do you like most/least about company?
- What tools do you have for me to do my job?
- What are the biggest challenges you face?
- How will you set me up for success?



# Other Considerations

Does the candidate have...?

- ✓ a good attitude to be a team player
- ✓ communication skills & professional presence
- ✓ enthusiasm to learn
- ✓ strong interest in the position & company

# Red Flags

- Late for the interview
- Used inappropriate language
- Dressed unprofessionally/inappropriately
- Seemed disinterested
- Complained about past job/boss
- No “Thank You” follow up

# Onboarding

- Time between offer accepted & start date
- First week to first 3 months
- Have a plan BEFORE new hire starts
- Keep new hires excited and engaged
- Promote a positive new hire experience

# Survey Question

What were the **top 3 questions** you wanted answered today?

# Result of Responses

#3

What is the best way to prepare  
for an interview?

# Result of Responses

#2

What are the best interview questions to ask?

# Result of Responses

#1

How do I proactively source  
skilled candidates?

# Question for You

What is **one thing** you can **start doing today** to become a **better hiring manager**?





# Questions?

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