

## **Introduction call 30-45 minutes**

Goal: sell the job/MatchHR to candidate, understand why somebody wants to join MatchHR, is candidate qualified for the job, meets the salary expectations and is a culture fit.

### **1. What made you decide to apply for this job/have this call?**

This one seems obvious but it's important to ask. You'd be surprised how many candidates can't really answer this question, or answer it in a way that underwhelms such as "I need a job and this was hiring." Candor is a plus, and in situations like this is a huge benefit. It gets bad candidates in and out the door faster.

👉 Red flag: if the candidate is unprepared.

### **2. Explore the candidate's job history (if any)**

Go through the resume in reverse chronological order because people feel more comfortable to talk about past job experience then their current boss.

Don't ask what they have done at company XYZ but ask them why did you join this company?

What/are you accountable for in this role, in specific and measurable terms?

How will 'they' rate your performance is we talk to them and why?

Note: look on how detailed candidates talk about their job experience, their KPI's and their performance. The more details the better. Great candidates know in detail what they were doing and why they left certain companies.

Note: don't overdue this in the introduction IV.

👉 Red Flag: is they stay to shallow and take long to answer these questions.

### **3. How is your performance measured and how do you perform?**

Understand if someone works with KPI's and is used to work under pressure. This should also give you an indication on how accountable someone is for his/her performance.

👉 Red Flag: when someone doesn't work with KPI's and also can't describe how he/she can measure whether she is successful

### **4. What part of your previous experience do you think translates to being successful here?**

This can seem like a trick question, especially if the candidate doesn't have much traditional work experience. What you're really looking to find out is how quickly a candidate can come up with a cohesive, impactful response. Many entry-level candidates will have little to no experience to call on, so this gives you a peek into how quickly they can solve a problem when there is an obvious barrier in their way.

## **5. What do you hope to learn from this job?**

This is a round of finding out their strengths and weaknesses.

Sure, you can ask them that directly, but do you think any candidate will actually tell you they are horrible at reports or have never run a campaign for a client?

Entry-level candidates will probably have a lot they want to learn, so pay close attention to what they say as compared to their [resume](#) or previous experiences and why. Couple this with how much training you can provide for the role and you'll be able to tell how well the prospect matches up. If they are looking to learn an entirely new skill set and you don't have the time train, the position may not be the best fit and you'd want to look for someone looking to grow their current skillset more fully through daily application. Conversely, if you have a strong training program and the person is extra motivated to start on something new and could make a big impact, it only makes sense that you hire and train them, not give the position to someone that would be uninterested in receiving training for new skills.

The questions you ask in the interview process will vary greatly depending on a variety of factors. With entry-level candidates though you can usually ask two to three of the above questions to get a good feel for how they would perform in your company and the role. You know your company and the position best, so feel free to adapt these questions as you see fit. Best of luck making your next great entry level hire.

## **6. How do you stay up to date with the latest sourcing/recruitment trends?**

This is a strong indication whether someone is self motivated and also naturally interested in our field. Don't take "I read books/newsletters" for an answer. Be specific on 'what books/newsletters'.

👉 Red flag: doesn't read or learn anything or stays super shallow.

## **7. What is your experience with remote work and what is your general thought of working 100% remotely?**

When someone doesn't have any experience check how someone manages his/her time. How do you stay productive when you work from home? How do you set targets for yourself?

👉 Red flag: when someone doesn't really like to work remotely.

## **8. What is your expected salary level?**

When someone is way off immediately address this and kill the IV.

## **9. As you evaluate your next move, what things are most important to you?**

**10. Do you have any other applications currently?**

**11. What is your notice period?**

**12. Is there anything that you feel is relevant for us to know that we haven't discussed?**

**Explain next steps.**

Ask for buy in that the candidate replies quickly and that we have 48 hour slots between each IV step. Make sure the candidate confirms this!