

JEFFERSON GROUP CONSULTING

VETTED SEARCH & SALES BEST PRACTICES FROM A RECRUITING ENTREPRENEUR
WHO WORKS A SEARCH DESK EVERYDAY, JUST LIKE YOU

JGC 7-STEP DIRECT HIRE INTERVIEW OUTLINE[®]

1. **Trick Intro Pitch & Question**
 - Start with beverage, testimonials opener
 - Come back and ask **T MAY** (*Tell Me About Yourself*)
2. **Best Interview Question Opener**
 - Please think about your **most significant career accomplishment**. What is it? Tell me all about it? Why did you pick that one thing to tell me?
3. **What have you done & Where?**
 - Review **last three jobs** (*mentor, significant customers, team members, accomplishments, examples of projects and software*)
 - Who you did **WHAT** for/with?
 - *BI Question opportunity ONE*
 - **Money review**
 - 3 jobs ago – starting/finish
 - 2 jobs ago – starting/finish
 - current job; when's next raise?
4. **What have you done well?**
 - Top three accomplishments?
 - *BI Question opportunity TWO*
 - What have you done to make money, save money, impact bottom line?
 - *BI Question opportunity THREE*
 - What makes you best of your class?
5. **What do you want to do?**
 - LISTEN, ASK QUESTIONS
 - Opportunity, Benefits or Salary – **Rank 1-3**
 - REPHRASE
 - Initial close (*if I have A,B,C, you will...*)
6. **How will we work together**
 - Coach Conclusion w/**T MAY** mistake review
 - Counteroffers (*only use with some candidates*)
 - Urgency to move
 - We are working together, complete candor,
 - *Need you to read and prepare for interviews arranged*
 - *Need to know all YOUR interview activity*
 - *Tell us BEFORE accepting another job...just in case...explain*
 - Exclusivity?
 - Permission to Check References
 - Goal of working together...keep in touch until you get a job
 - *How we should keep in touch*
7. **Send post interview thank you email w/**T MAY** article**



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*CERS...Certified Employment Retention Specialist...the most advanced NAPS (National Association of Personnel Services) credential for professionals in the search profession, a credential that less than 50 elite senior search professionals in North America have earned.

