

Part of the BusinessCPR™ Management System, Step 5—Be Accountable for *Your* Results

The most valuable resource in any business is its people. The people in your employment have the most significant impact on business profitability and cash flow while representing one of the top three costs for the business. The key to every company's future, no matter its size, is the people it hires today. You improve your odds of hiring the best people by adopting the BusinessCPR™ New Hire Process. See <https://business-cpr.com/articles/how-to-improve-your-employee-hiring-practices-so-you-employ-the-best-people/> to learn more about this process.

The determining step in hiring the best people lies in the candidate interview. A major mistake for most interviewers is asking too many general questions covering a wide area. This results in superficial answers and fails to give the needed depth of understanding to recognize a weak candidate. Instead, stay focused on the critical few objectives of the open position and drill down. In other words, follow through on your questions by going deeper and asking for more specific details to learn why they did what they did.

To help you be more successful in hiring the right people for your business and the position you need them to excel at, the BusinessCPR™ New Hire Process provides two different interview guides to help you hire people who will help you make more money. Below is the Job History interview guide. This approach helps you see the candidate through their work history and is an exceptional method for ferreting out what people like to do and what they aren't likely to do. It is a more effective way of assessing how well they get things done and get along. Two qualities that are always present in the best employees. See <https://business-cpr.com/articles/interview-guide-key-questions/> for the Key Question Driven approach.

The difference between making what a business should and what it did is a function of who gets hired into a business and retained by management. If you have people in your employ whom you regret hiring, you need a more structured hiring process. A poor hire not only costs you significant money. They make it difficult for your best employees who must work with them. Use the following interview guide to help you avoid this costly mistake by taking more care to hire an employee than you would to borrow money to buy a high-priced asset you expect to make "big" money by acquiring.

**We are here to help ...**

Should you have questions about implementing the BusinessCPR™ New Hire Process or in using the Job History interview guide, email [help@business-cpr.com](mailto:help@business-cpr.com) to schedule a time to speak with one of our BusinessCPR™ Certified Business Coaches to get your questions answered.



# Candidate Interview Guide – Job History

Name: \_\_\_\_\_ Job: \_\_\_\_\_

Interviewed By: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Thank them for considering your position.

Introduce the interview process – it will begin with me confirming the BASIC requirements of the job followed by you sharing about yourself. Here, I'm looking to appreciate what you have done in your career, I will particularly be listening for what you enjoyed doing and what you didn't. Then will explore what you are looking for in your next career move followed by my sharing a little more about the job and my vision for our company. Any questions before we begin?

The position I am hiring for is \_\_\_\_\_. The key responsibilities of this job are:

- 1.
- 2.
- 3.

Now let's talk about you. Let's begin by having you take me back to your very first paying job then take me forward to your most recent position. Here I am listening for what you enjoyed most about the job, what you didn't like, and what you learned in that job.

(Hint: have the resume in-front of you to take notes on starting with any job not on the resume working back up the resume until you have heard about their most recent position at the top of the resume.)

Enjoyed

Didn't Like

Learned

1<sup>st</sup> "Paying" Job –

2<sup>nd</sup> Job –

Until you hear about their current or most recent job.

Now let's discuss what you are looking for in your next position. Share with me what you would like to learn and experience?

What don't you want to do any more in your career. What I mean here is what have you done before that you don't want to do again in your next job?

Finally, what is the biggest opportunity you hope to experience in the next 3 years?

Now let's talk more about the company and how this position fits within our plans.

At its core, we are \_\_\_\_\_ ...

Our goal is to generate \$\_\_\_\_\_ in sales this year and are on track to ....

The position of \_\_\_\_\_ is key to our success. Let me show you the job description and let's discuss the importance of this roll.

Now it's your turn, do you have any questions of me? (Note what questions are asked)

If you like the candidate, ask them what their level of interest is in this position? If it's high you either extend them an offer of employment or tell them what's next in the interview process.

If you don't think they are a good fit, thank them for their time and tell them that you are still early in the interview process and that you will get back to them.