

When interviewing a candidate, I always have these 3 notes/reminders in front of me.

1. Will this individual work well with me? (Does my management “style” fit this individual?).
2. Will this Individual fit well with the existing team? (Team dynamics are critical to the team’s overall success).
3. Does the Individual possess the specific core competencies to be successful in the position they will be hired to perform? (the wrong candidate will most likely fail at some point and impact the overall performance of the team and organization at some level).

In addition, I am always looking for these qualities;

Positive attitude, (can do attitude).

Communicate clearly, (both written and verbally).

Organized. (can the candidate prioritize, least important to most important).

Flexibility, (Willing to learn new responsibilities and not afraid to try new things). This is very important when assigning special projects that require a positive resolution.

Able to perform position responsibilities under different circumstances. (work as an Individually and or in a team environment, depending on the situation).

Leadership qualities, (willing to take initiative, share and promote team ideas).

Able to communicate clearly.

I try to include these questions in most of my interviews. (Sales & Service positions).

What does great customer service mean to you? Give me an example of a time when you went above and beyond for a customer?

What do you believe are the key skills necessary to be successful? How have you demonstrated these skills in your current or past positions?

Tell me what experience you have that demonstrates your ability to work with a wide variety of personalities? Tell me about a time when you had to deal with a conflict in the work place and how did you handle it?

What experience do you have that demonstrates your ability to be successful in a fast paced and high pressure environment?

Do you have a system for tracking and following up on pending issues?

What areas would your current manager describe as your greatest strengths? And opportunities to improve? What else would you like to tell me about your past work performance?