



Closing Form: Candidate

CLIENT _____

HIRING MANAGER _____

CANDIDATE _____

INTERVIEW DATE _____

Section #1: The Recap - Part of the intent with these questions is to never have more than your first candidate go to an interview without being able to share some specific insights about the hiring manager, agenda, or types of questions covered.

- *“How long did the interview last?”*
- *“I know you were slated to meet with (hiring manager or individuals) – who else did you meet with? Was there anyone you met with that we didn’t plan for? Talk to me about that person and that conversation. What were your impressions of each of them?”*
- *“Walk me through your day – and since I haven’t had a chance yet to step foot in their office, tell me about getting there and in the door – start from the beginning!”*
- *“What kinds of questions were asked? Were there any that caught you off-guard?”*
- *“Which of the questions that we discussed prior to your interview were asked?”*
- *“I know that to me, (hiring manager) has a (great personality) when we are on the phone – what was he like face to face? How was the tone of the meeting?”*

Section #2: The Hot Buttons - Help the candidate start to line up their initial wants and desires of a future opportunity with what they just learned about this current opportunity

- *“What most impressed you about the hiring manager? What most impressed you about the opportunity?”*

- *“I know when we first spoke, (hot buttons) were the things that were most important for you to consider when making a move. How does this opportunity compare in each of those areas?”*
- *“How well can you see yourself fitting into the team? What is most compelling about being able to work alongside (boss/manager)?”*
- *“What does this allow you to do, that you currently don’t have the opportunity to do?”*
- *“What concerns do you have about what you saw or heard? What concerns about the commute or location? What concerns about the initial expectations in the role?”*
- *“What other areas do you still need more information? Are there some subjects or questions that could use some clarification or expansion?”*

Section #3: The Ego Check Regardless of if you have a huge ego to reel in, or a modest candidate, these questions will arm you with information that may be important to readdress with the client on the client debrief call.

- *“Did they give you any indication of how you compared with other candidates they were considering?”*
- *“How did they express their interest in you?”*
- *“Were there any areas of the interview that you felt you could have covered better, or any subjects that you don’t feel you were able to convey your skills and abilities in sufficient detail?”*
- *“Are there any important capabilities or experiences that you have that you, in hindsight, think are important areas that should be covered with the client?”*



- *“Do you think they have any concerns? In other words, no fit is ever 100% perfect – what possible hesitations do you think the hiring manager may have?”*
- *“In your opinion, and so I can reiterate with the client when I speak with him/her, think about what you now know they are looking for in their next hire. Why do you think you are the best one for the role?”*

Section #4: The Compensation

- Although you advised both parties to stay away from this subject, you can still ask *“Did money come up? What, if anything, was covered as it pertained to compensation?”*

Section #5: The Next Steps

- *“What new things have surfaced since we last spoke? What opportunities, or conversations, have appeared?”*
- *“How did you end the interview – how did they leave it with you in terms of next steps? What was the timeframe?”*
- *“Who else would you want to meet with (within the company) that you haven’t yet had the chance to meet with?”*
- *“Besides compensation, what else is important to you in this decision that we haven’t yet talked about?”*
- *“This is more than likely a (quick, 30 day, 60 day) process – what else is going on personally or professionally that will possibly present a problem during that time?”*
- *“Who else do you feel needs to get involved with this decision? Spouse?”*
- *“If the company called me up and said “we want to hire you”, what questions need to be answered in order for you to say “yes”?”*