



Interview Prep: Client

CLIENT _____

HIRING MANAGER _____

CANDIDATE _____

INTERVIEW DATE _____

The Preface

“Before you speak with (candidate), I want to share with you some insights that aren’t on his resume or the information you have thus far. I’ll make one thing abundantly clear – my purpose in preparing you for this meeting is to ensure that (candidate) wants to come to work for you. If, during the interview, a light bulb switches on and you have the revelation that YES, this is the exact person we need to hire – my purpose is to give you the information you need to share with him to have him wanting to come to work for you. Now, it is 100% your right to decline moving forward with (candidate) – but I want that decision to rest with you, not with him. I know you interview people all day long, and I promise not to tell you what you already know, like where he graduated or how long he’s been at his current company. I do want to make sure that I follow through on one of the commitments I made to you when we started in this process, which was to identify, attract, evaluate, and land the best candidate for you – and when it comes to landing the right person, I want to articulate those specific things that will ensure you land him if you want to.”

The Where, When, and Who

- Who, outside of your main point of contact, will your candidate be meeting with?
- What do each of those people do and what is their role in the process?
- Confirm the where and the when with your client

The Why’s

- This section requires some pre-work done by you, the recruiter; put thought into these areas to ensure that no stone is left unturned
- Share why this candidate is open to making a move – be specific!
- Why is this candidate interested in this particular client?
- Share any “why not’s” – any concerns about the company, opportunity, or area

The Money

- Remember to communicate to the client why it's *in their best interest* to leave this topic for future conversations, instead of simply mandating that they follow your process

"You have a copy of his current compensation package and the amount he expects he will be looking for when making a move. If you have the need to discuss money in this meeting, I would encourage you to only verify that what you have is correct for his current compensation. If you try to negotiate further, it's been my experience that negotiations this early on are not accurate negotiations, because he still doesn't know yet if he wants to come on board. The purpose of this meeting is to get him excited – and let me do what I do best at the offer stage, which is to make sure he is realistic about the number he wants and needs to see to make this work."

The Next Steps

- Possibly ask *"has anything changed since we last spoke"*
- Close with *"if things go well, what else needs to happen in order for you to determine if this is the candidate you want to bring on board?"*
- Make sure the client understands the "why" behind your request: *"Immediately after your meeting, (candidate) is going to call me to discuss his level of interest. I've found that it's valuable for me to be able to set up the process from here, so that I can either prepare him for things moving quickly, or let him know that it's a longer process that isn't a reflection of your interest (or lack thereof) in him. Give me an idea of what else is in process at this time for this decision, and what I should prepare him for in terms of next steps."*
- If the client is unsure as to if they want to move forward, they should feel open to communicate that with you so you can assist in keeping the candidate interested over time