

NLE Quick Tip: Screening Candidates

Julian Placino shares a systematic approach to screening and interviewing candidates in order to find the right match for your open positions. Having a structured approach to screening and interviewing candidates based on objective variables, not purely emotions or gut feel, is critical to success in recruiting! This Quick Tip covers the 7 Key Variables that all must be in alignment in order to find the right match.

Meeting: “Screening Candidates”

(Facilitator): Even the most tenured recruiters tend to be guilty of “winging” the candidate evaluation process! Using the approach that Julian discussed will provide a structure for your call to help you determine if the candidate is the right match for your current search or other searches, determine the validity of the motivating factors behind making a career move, and identify any red flags that may arise throughout the process. Even if you have been screening candidates for decades, do you cover each of these areas on every call? We have provided some initial questions in each of the MSLOMAC areas discussed; take some time to review and add what you feel should be incorporated into your screening calls!

Motivation:

- Other than money, what are you looking for in your next opportunity that you don't have now?
- In a new situation, what would you love to improve or change about your department? Your boss? Your team? Your company? Your commute?
- Have you voiced any of those concerns? If not, why not? If so, what changed?
- Behind closed doors, what do you think your boss says about you? How would he/she describe your strengths and weaknesses? How are they invested in turning those weaknesses into strengths?
- Knowing what you know now, having worked there for (# of) years, let's just say that tomorrow you were unemployed. Would you reapply? Would it be the ONLY place you would apply, or would you also consider other opportunities? Why?
- Think about those things that initially attracted you to the organization – what were they? Have any of the things that brought you there, changed over the years?
- On a scale of 1 – 10, how motivated are you to make a change at this time? What makes you (number)?
- _____
- _____
- _____
- _____

Skills:

- What level of experience do you have with _____?
- On a scale from 1-10, 10 being the most proficient, how would you rank your skills in _____?



- How have you used _____ in previous projects?
- Can you give me an example of how you've used _____ to accomplish _____?
- What do you think, or what would your boss say, are the two biggest impacts you've made on the company throughout your tenure?
- What skill set, or sets, separate you from your boss? Are you capable of filling your boss' shoes, or are there areas that you need experience in to be qualified for that role?
- What else is important for us to talk about regarding what a "day in the life" looks like for you?
- _____
- _____

Location:

- What cities, states, provinces, or countries would you consider relocation? What are your ties to those areas?
- What are a few of your favorite cities? Is there anywhere you would never consider, no matter the opportunity? Does this position require travel?
- Would you be interested in opportunities where you could to work remotely?
- Are you able to drive into the office on a daily basis in rush hour traffic? (if relevant for client)
- _____
- _____

Opportunity:

- How do you define career growth? What do you want to be doing in 3 years? 5 years?
- When is your next review? When was your last review? How satisfied were you with the feedback and promotions last time?
- How much longer do you see yourself being content in this role? Has your company outlined exactly what needs to be done and by when, in order for you to advance?
- How many others on the team would also be vying for that same spot or promotion? How do you compare to them?
- Would you be open to considering opportunities that might prepare you to move up faster than you are currently positioned?
- _____
- _____
- _____
- _____

Money:

- What are the candidate's compensation requirements and does the budget for the opportunity meet those requirements?
- Additional factors of compensation (if legal to ask): Current base, last raise and next raise (amount, date), last bonus and next bonus (amount/date), last year W2, cell/laptop allowance, vehicle/gas/parking/mileage/toll allowance, profit sharing, equity plan, stock option plan/vested, percent match for 401k, loans against 401k, healthcare/benefits, PTO days (accrue or lose), vacation days (accrue/lose)
- _____
- _____

Availability:

- When is the mission critical deadline for the position to be filled, and does the candidate have the ability to start according to that deadline?
- What is the earliest you would consider making a change?
- What is the one thing, besides money, your current company could offer you to make you stay?
- Have you talked with your spouse or children about the possibility of a career move? What are their thoughts?
- If you were to leave today, what would you leave on the table?
- What length of notice do you feel you would need to give?
- Where have you interviewed in the last six months? Where have you sent your resume? What other recruiters have your resume? Do you know where they have sent it?
- When people usually resign from your company, what does it look like? Box handed to them within the hour, two weeks, or big promotion to make them stay?
- _____
- _____

Culture:

- When you go on an interview, how will you know the role and the company is right for you?
- In terms of culture, what would you replicate from previous companies or departments in which you've worked? How do you feel your personality matches up to the culture of the company?
- Describe your relationship with your boss. If the answer is "good" – would you say it's good as in you go golfing together every Friday, he/she has you over on the weekends for dinner, and took you on a fun trip to celebrate your accomplishments this year? Or, good as in they don't yell at you and typically let you do your thing?

- Do you feel adequately rewarded for your contributions? How do you like to be rewarded?
- Are you motivated by awards, achieving quotas, or public recognition? How does your current situation motivate you in those areas?
- How much vacation time do you receive? Do you take all of it each year? If you don't, why?
- How many hours a week do you have to work to get your job done well? How could that improve?

- _____
- _____
- _____
- _____

