

# POWERFUL INTERVIEWING PROCESS

The key to successful interviewing is a consistent process.  
Use this checklist to develop a powerful interview.

## #1 Walk through resume

## #2 Walk through an accomplishment

## #3 Discover soft skills

## #4 Let them question you

### Open-ended questions make the interview conversational

- Describe the project in terms of goals, planning, execution, completion.
- What were the biggest challenges and how were they resolved?
- What were the work environment and external circumstances?
- What skills did you apply or have to learn?
- Give a couple examples of initiative you took.
- Did you meet with success as you expected? Why or why not?
- What did you like the most, the least?
- What would you do differently looking back?

**A candidate's soft skills can make or break your team. Have them describe an instance of teamwork and listen for:**

- Team objectives and whether they took responsibility for any shortcomings or just took credit for success.
- How they plan, manage and follow up
- Examples of helping or coaching others
- Examples of how they handled conflict
- What they learned about themselves and how they bettered themselves



### The questions they ask should reveal

- If they've done their homework about the company and the role
- Their intellectual curiosity, drive, energy level and cultural fit.
- Whether their values place more importance on their own success or on the team's success