

FIRST FRIDAY PREVIEW

FRONTLINE ANALYSIS BY THE MRINETWORK TEAM OF TALENT ADVISORS

How to confidently conduct your next candidate interview

When it comes to interviewing, there is often the assumption that hiring managers know how to interview candidates in a meaningful way that provides clarity around applicants' expertise and overall fit with open roles. However, depending on their experience interviewing, managers can be just as nervous as candidates. After all, hiring managers are human too. That's why it's important for new or inexperienced managers to be very well prepared to avoid any possible jitters.

"If you're a manager who's new to hiring or someone who may be unsure of how to get the most out of the candidate interview, there are measure you can take to feel more at ease," says Simone Mazzeo, program manager of talent attraction for MRINetwork. "By leveraging measures such as coaching from your preferred talent partner, making sure you're highly prepared by reading through each candidate's resume and cover letter, and simply putting yourself in the candidate's shoes, there's much you can do to feel more confident."

Here are some tips managers new to interviewing can follow:

1. **Preparation is key.** It's not surprising that doing your homework can pay off when you're in a high-pressure situation. That's definitely true for an interview that you're conducting. One key way to prepare for the interview you're about to conduct is to gain a deep understanding of the person's job experience by reading and re-reading the person's resume, LinkedIn profile and cover letter.

Also, try drafting some questions you want to ask before the interview so that you have an idea about what you want to ask. You can even jot down notes on a copy of the person's resume to help.

2. **Get coaching from your preferred talent partner.** If you want to really ensure you're never nervous for a job interview again, simply ask for help from an expert. Recruiters and other members of your company's HR team are well-versed when it comes to interviewing potential candidates. Therefore, simply tap them for advice before the interview date. They can coach you on ways to perform best under pressure by doing mock interviews with you, reviewing the types of questions you ask, and answering any questions you may have about the process.

"When in doubt, it never hurts to ask the recruiter who is connecting you to top candidates, for a little assistance," says Mazzeo. "Their jobs are dedicated to finding and hiring the best talent for the company, so they'll be more than happy to assist you as a hiring manager trying to fill an open role."



3. **Enjoy your time with the candidate.** Instead of having the interviews seem like a stuffy, extremely formal experience, you can make them more of a conversation. While it is, of course, very serious business to

hire a strong candidate for your team, you're both only human at the end of the day. You also want to make candidates (and yourself) feel at ease so you get a stronger assessment of each person's unique skills and abilities during your time together.

In sum, you can ease the pressure and stress of conducting candidate interviews by preparing yourself through research, working with your talent partner and HR team to learn more about interviewing and by keeping the interview itself as conversational and light as possible. By following these tips, you'll find all-star employees in no time (and be less nervous)!