



TenStep Supplemental Paper

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Get the Right Person on Board

Today's tight labor market puts pressure on companies to retain their best employees. Efficient and structured interviewing is essential to keep turnover rates low. Unstructured interview techniques result in high attrition.

Take a closer look at any interview process. Sometimes time constraints prompt the interviewer to cut short the interview process. It pays to know a few techniques that maximize the effectiveness of interviews.

At the beginning of the interview, the interviewer needs to be relaxed. Prior to a face-to-face interview, e-mails and telephone interviews help the employer find a good cultural fit.

A detailed report should be made based on the telephone interview and the face-to-face interview that follows. At this stage, the interviewer will crack down on skills and potential weaknesses of the candidate.

The next step is to conduct an on the spot skill test. Besides checking for basic skills and performance under pressure, the tests measure the ability to respond quickly to new instructions.

It is also very important to base your decision on the candidate's past records. An interesting technique to use in picking the right candidate is to analyze the candidate's handwriting. Many character traits are revealed by the way a person writes. It will help the HR manager if he or she can isolate the character traits suitable for the job he/she is recruiting so that he/she can ensure an exact fit.

An interview should always be conducted in a place where there are no distractions from other employees. It is a difficult task to make a decision about the candidate when people interrupt the interview. The interviewer needs to focus entirely on the applicant and his or her responses.

The success of an interview is dependent on the way it is conducted by the HR manager.