



POSITIVE IMPACT
CONSULTING SERVICES, LLC

“The Positive Interview” *How Attentive Are You to the Applicant?*

“70% of interviewees feel that the interview process is a strong indicator of how the company operates.”

HR Magazine

The selection process of any organization sends one of two messages to the applicant. One is a message of encouragement and respect; one is a message of disregard and unprofessionalism.

How positive is your interview and selection process? What messages are you and your company/organization sending?

How often have you...	Self 5 = Excellent, 3 = Good, 1 = Needs Improvement	Company 5 = Excellent, 3 = Good, 1 = Needs Improvement
Sent the wrong message by leaving someone in the reception area well past the scheduled interview time?	5 4 3 2 1	5 4 3 2 1
Kept the applicant waiting during the course of a multiple interview schedule?	5 4 3 2 1	5 4 3 2 1
Kept an applicant waiting because you arrived late to your office?	5 4 3 2 1	5 4 3 2 1
Glanced at your watch, took a phone call or used other electronic devices while conducting an interview?	5 4 3 2 1	5 4 3 2 1

Allowed your interview to be interrupted by someone tapping on your door?	5 4 3 2 1	5 4 3 2 1
Used assessments/tests for agility or performance that were not validated by the EEOC?	5 4 3 2 1	5 4 3 2 1
Asked theoretical, leading or vague questions that could be perceived as illegal or biased?	5 4 3 2 1	5 4 3 2 1
Been part of a multiple interview team where there was a broad mix of race, sex, age, national origin and disability represented?	5 4 3 2 1	5 4 3 2 1
Written down extraneous notes about the way a person looks, dresses, grooms, or acts opposed to notes specific to the job and the behaviors needed for job success?	5 4 3 2 1	5 4 3 2 1
How would you rate your overall skills and your organization's hiring practices?	5 4 3 2 1	5 4 3 2 1

Source: "Behavioral-Based Interviewing," Terry L. Fitzwater

Selecting the *Right* Employee Will Save You Time & Improve Results!

You Can Make a *Positive Impact* By
Asking the *Right* Interview Questions!

Don't Know Where to Start? I'm Here to Help You...Let's Talk!
203-929-6702