

ACTION GUIDE

**6 Simple Steps That
Attracts and Retains Power House
Recruiters Getting Them
To
*\$400,000 in Production in 2 Years
Or LESS!***

MODULE #3

***An Interview Process Designed to
Make your New Recruiter “Beg”
For the Job!***

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Develop a CONSISTENT PROCESS!

Goals for Interview Process:

- 1) Get to know the candidate as a _____
- 2) _____ sell them on the opportunity.
- 3) Qualify and _____ without them knowing it!
- 4) Set and Manage _____ then set and manage _____
AGAIN!
- 5) Gain their FULL _____.

Mistakes many make when interviewing

They interview too long and talk too much _____

They make rash decisions too quickly _____

They don't manage the hiring process or expectations _____

Define your process in writing

Part of Systematizing your Business _____

Just because it is in writing DOESN'T mean you can't change it! _____

Managing The Process from Beginning to End

Replying to an ad response OR Employee Referral

How to use email for this step _____

The follow- up phone conversation _____

Next steps _____

Replying to a “recruit”

Phone interview _____

Next steps same as above

The First Interview

“Wall of Fame” _____

Break Tension _____

Re-ask questions from the phone interview _____

Give them your story and your vision _____

Interview them _____

If they went to college ask about the experience, what did they learn? What did they do outside of class? _____

Seek and Test:

- **Initiative** ... What was the amount of interaction in your past few positions with your manager or supervisor?
 - When you took on other assignments, how did you learn the material?
 - What was a unique idea to a problem or situation that you had?
 - How did you present it? What were the results?

- **Perception:**
 - “I know I have told you little about what recruiters do, but what is it you think that recruiters do?”
 - What type of role do you think a recruiter plays?

- **Work Ethic:**
 - Describe a typical day in your last job.
 - If I called someone at your last job, how would they describe you?
 - ...And the company before that?

Now, reveal more detail about the position

Our Approach vs. other recruiters _____

Describe the “misery” of the ramp up _____

Here is where you begin to manage expectations _____

Create Certainty! _____

Bring up compensation here _____

First Interview Close _____

Hand out information package _____

The Second Interview

Open with questions _____

Questions for 2nd interview asked by you. _____

Are answers in alignment with 1st interview OR did they change AFTER you described position? _____

Now, go thru their career _____

Meeting with senior team member _____

Still on the Fence? One Day Phone Test

How it works _____

The key is _____

The key is NOT _____

End of the day debrief _____

Offer and Gain Commitment

Setting the “commitment” stage _____

Covering competing opportunities and counter-offer _____

What to do between acceptance and start date _____

