

Good Interviews = Good Hires

The Employer's Guide to Interviewing

Common Interview Mistakes

1

Show and tell

Many interviewers fall into a pattern of "Show and Tell."

Like in grade school, this format focuses more on sharing than learning.

In interviews, this means the interviewer ends up talking about the role rather than learning about the candidate.

Why is this a problem?

Because it limits your ability to gather meaningful evidence about whether the candidate truly fits the role.

2

Leading the witness

Candidates will almost always say "yes" if you lead them — but that gives you no insight.

✗ "This role needs strong Excel, customer service, and accounting skills. Do you have those?"

✓ "Tell me about a time you used Excel to solve a complex problem."

3

Selling too early

Liking the candidate and shifting into "sell mode" too early, rather than continuing to evaluate.

Five Baseline Rules

1. **Structure** the interview with preplanned questions and clear objectives.
2. **Benchmark** the role ahead of time: define the key Knowledge, Skills, and Abilities (KSA's).
3. **Ask for evidence.** Use situational questions like "Tell me about a time when..." to explore what, why, and how.
4. **Avoid selling too early.** Build rapport, then focus on listening and learning.
5. **No assumptions allowed.** Titles vary between companies. Always explore scope, scale, and context.

Three Interview Techniques

1. **Reverse Chronology.** Start with the most recent job and work backward. Get a clear timeline and role context.
2. **Behavioral Questions.** Ask for real examples where the candidate demonstrated the required skills or behaviors.
3. **Follow-Up Questions.** Don't stop at the first answer — dig deeper to understand the how and why behind actions.



Good Questions

Specific Role-Based Questions

Tell me about your job experience at _____?

What did a typical day look like?

What did you enjoy or dislike?

Department size?

Who did you report to?

Why did you leave?

General Questions

What do you consider the top three skills of a great [Insert Job Title]?

How do you manage multiple tasks under a deadline? Give an example.

How do you ensure accuracy in your work?

Describe how you complete a routine task or report. What's your process?

What software applications are you proficient in?

Provide examples of how you've used them.

Tell me about your experience with [insert skill area]. How have you applied it?

Which job did you enjoy the most and why?

Which job would you not take again and why?

What's something you've recently learned and applied?

Have you worked in both small and large companies?

What did you like or dislike about each?

How would your colleagues describe you?

How would your supervisor describe you?

What are you hoping to achieve in your next role?

What accomplishments are you most proud of?

What makes you stand out in the workplace?

What do you enjoy doing outside of work?

Is there anything else you'd like to share?

★★★★★

The pleasantry, the professionalism, the teamwork, the follow through, the knowledge & the compassion is hands down what separates Renaissance from any and ALL other recruiting companies out there today. They are the best personnel/ recruiting/ job placement company I have worked with when looking for a career! Top notch in my book. Thank you all so much from the bottom of my heart.

★★★★★

This is a great organization! They had a client who was looking for a specific skill set, and they went out and found it. They are a team of professionals who care about both the client and the applicant. I have spent the last ten years at an executive level, and I can say this with the utmost confidence Laura and her team are superstars.

★★★★★

Laura and the Team at Renaissance are fantastic. I called three local agencies and the Renaissance Team were the only team who took the time to talk to me. Not only did I get immediate access to senior experienced recruiters, but Laura took time to understand & get under the skin of the culture of our business, meet key colleagues. The result was end-to-end we had a successful hire within two weeks.

