

# SHIFT PROFILE TOP TIPS TO HIRE BETTER

"After teaching over 10,000 people how to interview better, I know one thing for sure. No one gets worse at interviewing, everyone gets better the more you do it." -Anna Papalia CEO Shift Profile

## 1 TAKE IT SERIOUSLY

Small business owners minimize interviews by not preparing and not thinking about what they want ahead of time. Instead, elevate the interview process. **Coaching Tip- The most important business decisions are made in interviews!**



## DECIDE AHEAD OF TIME 2

A salesperson is much different than an operations person and the recruiting strategy to find each one is different. Figure out who you need, sit down and write a proper job description, and then cast a wide net **Coaching tip- You can't just rely on your friends to refer you people. You gotta put it out there- post it on Indeed.**

## 3 TRUST THE PROCESS



Before you speak to any candidates, prepare ten insightful questions to ask. Ask everyone the same questions. Now you can compare them equally and move the best 3-5 applicants onto the next round, an in-person interview. **Coaching tip- Preparing great questions is key. There are five types of interview questions: Standard, Technical, Brain Teaser, Behavioral and Personality. Get your Shift Profile for more resources and a list of the best interview questions to ask.**

## DON'T TALK TOO MUCH 4

The number one mistake hiring managers make is they talk too much. An interview is a test and should be conducted like a test, ask a question and wait for the answer (this can be painful for some people!) **Coaching Tip- We all interview differently. To discover your interview style go to [www.ShiftProfile.com](http://www.ShiftProfile.com)**

## 5 CHECK REFERENCES

After all of the work you've put in, you may feel ready to move forward with one candidate, but don't forget the references! **Coaching Tip- Never hire someone without checking their references and Googling them!**

